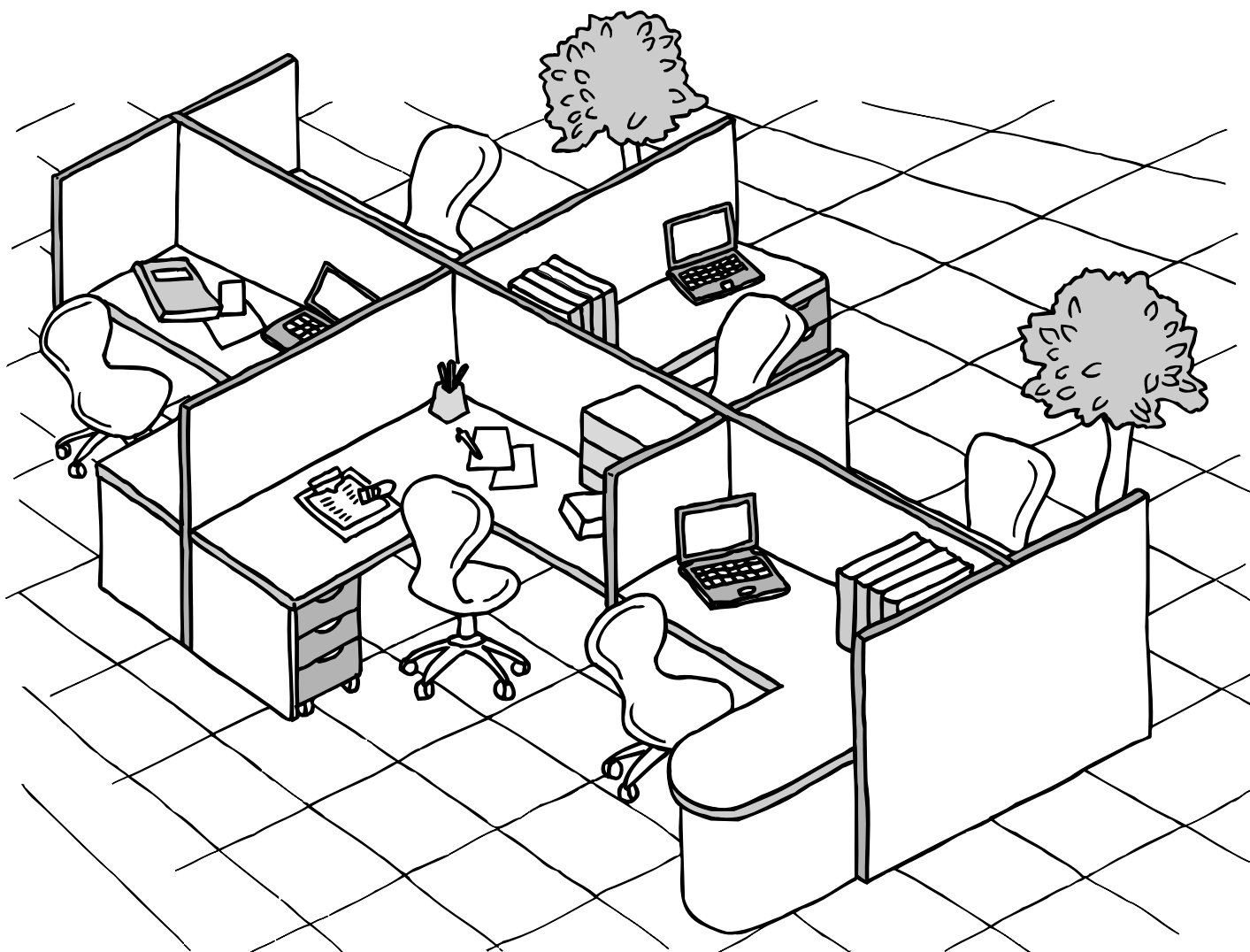


# Panasonic®

## Digital Imaging Systems Operating Instructions (For Copier & Network Scanner)

Model No. DP-3510/4510/6010



Before operating this equipment, please read the instructions completely and keep these operating instructions for future reference.

English

Getting To Know  
Your Machine

Before Starting

Making Copies

Options

Network Scanner



Others

## IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear side of machine. For your convenience, space is provided below to record information you may need in the future.

Model No.

---

Serial No.

---

Date of Purchase

---

Dealer

---

Address

---

Telephone Number

(      )

---

Supplies Telephone Number

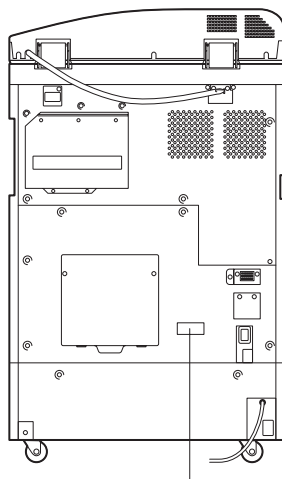
(      )

---

Service Telephone Number

(      )

---



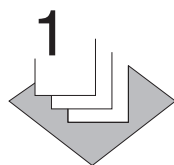
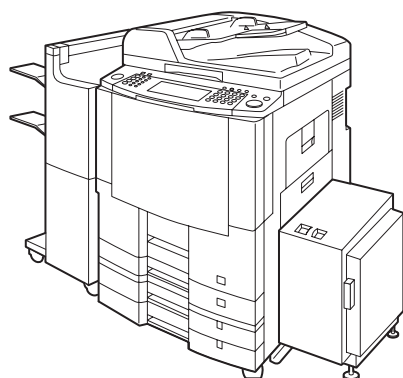
**Model and Serial Number**

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PEERLESSPrint® and Memory Reduction Technology® are registered trademarks PEERLESS  
Systems Corporation; and, COPYRIGHT© 2000 PEERLESS Systems Corporation

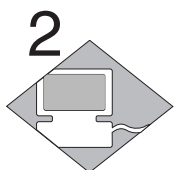
Universal Font Scaling Technology (UFST) and all typefaces have been licensed from Agfa Monotype

## Useful Office Functions



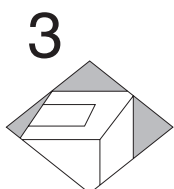
### Copier

Copy up to A3 size.  
Capable of copying text/photos/halftone originals.



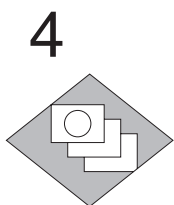
### Network Printer

Digital printer controller standard, printer resolution 300 or 600 dpi.



### Network Scanner

Black & White original scanner can be used when optional Network Scanner Kit (DA-NS600) is installed.  
Scanning resolution up to 600 dpi.



### Application Software

Document Manager  
Document Viewer  
Document Network Scanner\*  
Utilities (Network Status Monitor, Phone Book Editor, Device Configuration Editor)

\* Document Network Scanner is only available when the optional Network Scanner Kit (DA-NS600) is installed.

## DP-3510/4510/6010 Operating Instructions

This copier includes operating instruction manuals, please use the correct manual when an operator intervention is necessary.

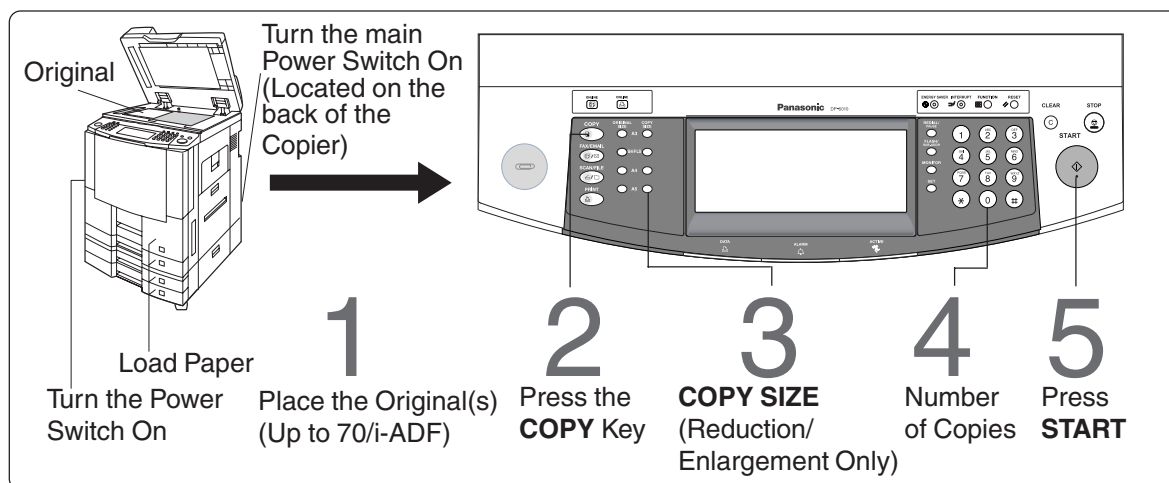
**<Copier & Network Scanner>** Use the information provided in this manual whenever a copier function requires intervention. For example: how to make copies, add paper, replace the toner bottle, etc..

**<Printer>**  
&  
**<Other Advanced Functions>** Use the information provided on the enclosed CD for an explanation of how to use as a Network Printer, Network Scanner, Edit Directory Dialling Feature, Device Settings, Network Status Monitor, and/or Document Management System.

# Operation Chart

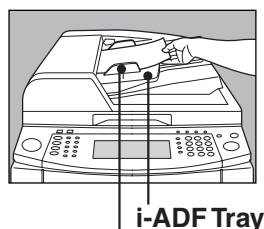
## Common Features and Usage

### Basic Operation



### Position of the Original

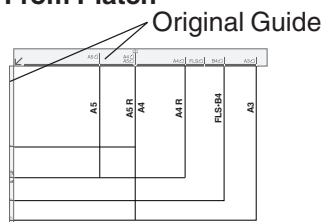
#### From i-ADF



#### Original Guides

Adjust to the original's width

#### From Platen



- Place originals face down on the platen or face up on the i-ADF.
- If the original is not positioned properly, a portion of the original may not be copied.
- For originals smaller than A5 size, position the original within the A5 area and select A5.

### Commonly Used Functions and Operating Procedures

#### Full Size

Makes a copy that is the same size as the original

1 → 2 → 4 → 5

(See page 16)

#### Reduction or Enlargement

Copies the original at a fixed reduction or enlargement ratio

1 → 2 → 3 → 4 → 5

(See page 18)

### Memory Capacity

If the memory becomes full during original scanning, the message "Cannot Complete / Job Exceeds Memory Capacity" will be displayed on the LCD. If this occurs, follow the instructions on the LCD.

When additional memory is required, consult with an authorised servicing dealer.

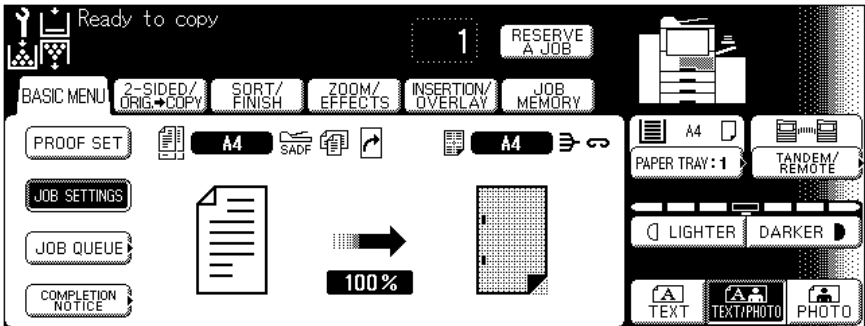
#### NOTE

- If the fusing temperature drops excessively on the DP-4510/6010 during a multi-copy cycle, there is a remote possibility that the copying speed will be reduced. The copying speed will automatically return to normal when the fusing temperature rises enough to ensure good fusing performance.

## Operation Chart

### Touch Panel Display

#### ■ Function Categories



	Tab Name	Features	See Page
A	BASIC MENU	<ul style="list-style-type: none"> <li>● Initial “Ready to copy” screen.</li> <li>● Original Mode, Exposure Control and Paper Tray selection.</li> <li>● Job selection (Tandem/Remote, Proof Set and etc.).</li> <li>● Reserved Job(s) verification.</li> </ul>	16-26
B	2-SIDED/ORIG. → COPY	<ul style="list-style-type: none"> <li>● 2-Sided, 2 Page, Booklet Copy Mode, Multi-Size Feed and/or SADF function selection.</li> </ul>	27
C	SORT/FINISH	<ul style="list-style-type: none"> <li>● Electrical Sort Mode and/or optional Finisher selection.</li> </ul>	37, 84, 89, 94
D	ZOOM/EFFECTS	<ul style="list-style-type: none"> <li>● Zoom Copy Mode or Creative Features (Book, Edge, Margin, Stamping, Centering, Image Repeat or Inverse Mode) selection.</li> </ul>	38
E	INSERTION/OVERLAY	<ul style="list-style-type: none"> <li>● Insertion, OHP Interleaving, Overlay or File Edit Mode selection.</li> </ul>	46
F	JOB MEMORY	<ul style="list-style-type: none"> <li>● Job Memory Mode selection.</li> </ul>	54

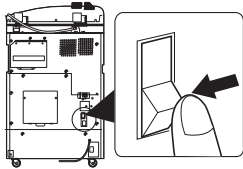
#### ■ Touch Panel Display Brightness Adjustment

To adjust the brightness of the Touch Panel display, press and while holding down the “C” (CLEAR) key, keep pressing the “ORIGINAL SIZE/A3” or the “COPY SIZE” keys until the desired brightness is achieved.

ORIGINAL SIZE/A3 : Dimmer  
COPY SIZE : Brighter

#### NOTE

- During the copy operation and after making copies, the fan motor may start spinning. This is a normal operation and is used to cool down the copier.
- If you are not going to use the copier for long periods of time, turn the Main Power Switch on the Back and the Power Switch on the Left Side of the machine to the OFF position.



# Energy Star



As an **ENERGY STAR**® Partner, Panasonic has determined that this product meets the **ENERGY STAR**® guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically “power down” after a specified period of non-use. The use of this **ENERGY STAR**® compliant product will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please ask your authorised Panasonic dealer for more details.

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# Precautions

## For Your Safety

### ■ Laser Safety

#### LASER SAFETY

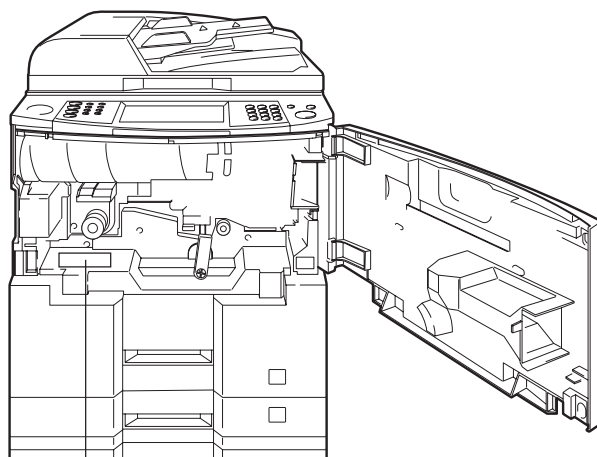
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

#### CAUTION:

USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.



### ■ Caution Labels

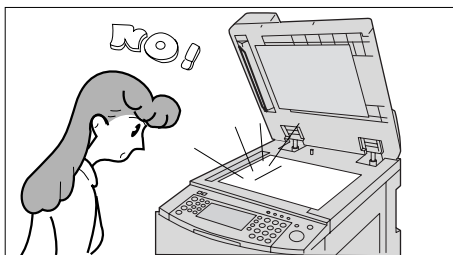


- **DANGER:** Invisible laser radiation when open and interlock defeated. AVOID DIRECT EXPOSURE TO BEAM.
- **CAUTION:** Invisible and hazardous laser radiation when interlocks defeated. AVOID EXPOSURE TO BEAM.
- **ATTENTION:** Rayonnement laser invisible dangereux lorsque la sécurité est neutralisée. EXPOSITION DANGEREUSE AU FAISCEAU.
- **VORSICHT:** Unsichtbare Laserstrahlung, wenn Sicherheitsverriegelung überbrückt. NICHT DEM STRAHL AUSSETZEN.
- **PELIGRO:** Cuando se invalida el bloqueo se producen radiaciones invisibles de laser. EVITESE LA EXPOSICION DIRECTA A TALES RAYOS.
- **VARO!** Näkymätöntä ja vaarallista lasersäteilyä suojalukitus ohitettaessa. Vältä suoraan altistumista säteelle.
- **ADVARSEL:** USYNLIG LASERSTRÅLING NÅR SIKKERHEDS-LÅS BRYDES. ER UDEN FUNKTION, UNDGÅ UDSETTELSE FOR STRÅLING.
- **ADVARSEL:** OSYNLIG LASERSTRÅLING NÅR SPÄRRARÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
- **WARNING:** OSYNLIG LASERSTRÅLING NÅR SPÄRRARÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
- **注意:** 为阻止激光照射, 当连接未断时, 请勿暴露于光柱下。
- **주의:** 연결장치가 고장 났을 때에는 눈에 보이지않고 위험한 레이저 방사선이 빛에 직접 닿지않도록 해 주십시오.

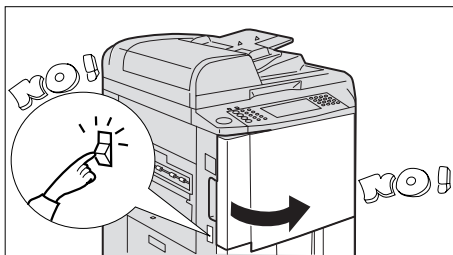
FBS8902

## Precautions

### Handling

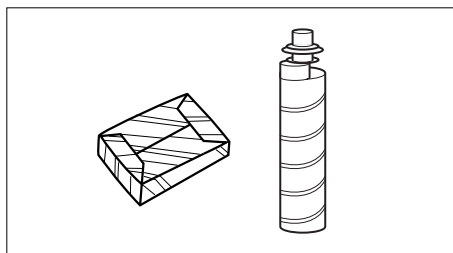


- Do not look directly at the exposure lamp when copying.



- Do not turn the power switches Off or open the front panel during copying.
- Do not drop paper clips or other metal objects into the copier.

### Toner and Paper



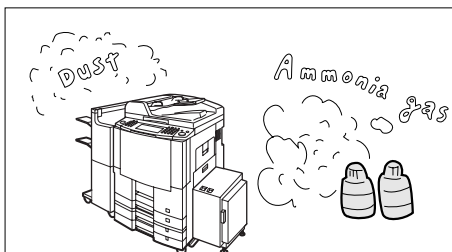
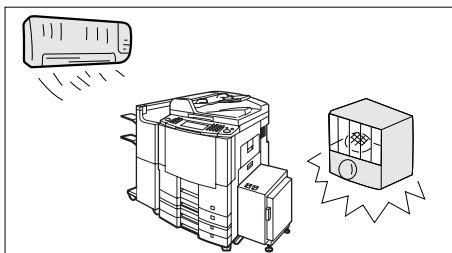
- Store toner, drum and paper in cool areas with low humidity.
- Use high quality 60 - 90 g/m<sup>2</sup> (Sheet Bypass: 55 - 133 g/m<sup>2</sup>) paper.
- For optimum performance, it is recommended that only Panasonic Brand supplies are used in the copier.

### Ventilation



- The copier should be installed in a well-ventilated area to minimize the ozone density in the air.

## Installation



■ The copier should not be installed in areas with the following conditions:

- Extremely high or low temperature and humidity.  
Ambient conditions Temperature: 10 – 30°C  
Relative humidity: 30 – 80 %
- Where temperature and humidity can change rapidly, causing condensation.
- Direct exposure to sunlight.
- Directly in the air conditioning flow.
- In areas of high dust concentration.
- In areas of poor ventilation.
- In areas with chemical fume concentration.
- In areas with extreme vibration.
- With unstable or uneven conditions (floors, etc.).

## FOR YOUR SAFETY

■ The maximum power consumption is 1.45 kW.  
A properly wired (grounded), dedicated, 6.5A, 220-240V AC outlet is required. Do not use an extension cord.

**Caution Note:** Disconnect from the mains supply before removing covers.

### ⚠ CAUTION

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.  
REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.



## Precautions

### Installation

#### For U.K.

This appliance is supplied with a moulded three pin mains plug for your safety and convenience. A 13 amp fuse is fitted in this plug.

Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 13 amps and that it is approved by ASTA or BSI to BS1362

Check for the ASTA mark  or the BSI mark  on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.

If you lose the fuse cover the plug must not be used until a replacement cover is obtained.

A replacement fuse cover can be purchased from your local Panasonic Dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY. THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.

If a new plug is to be fitted please observe the wiring code as shown below.

If in any doubt please consult a qualified electrician.

**WARNING: THIS APPLIANCE MUST BE EARTHED.**


**IMPORTANT:** The wires in this mains lead are coloured in accordance with the following code:

Green and Yellow: Earth

Blue : Neutral

Brown : Live

As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

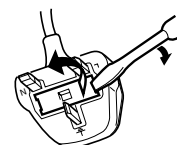
The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol "" or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.

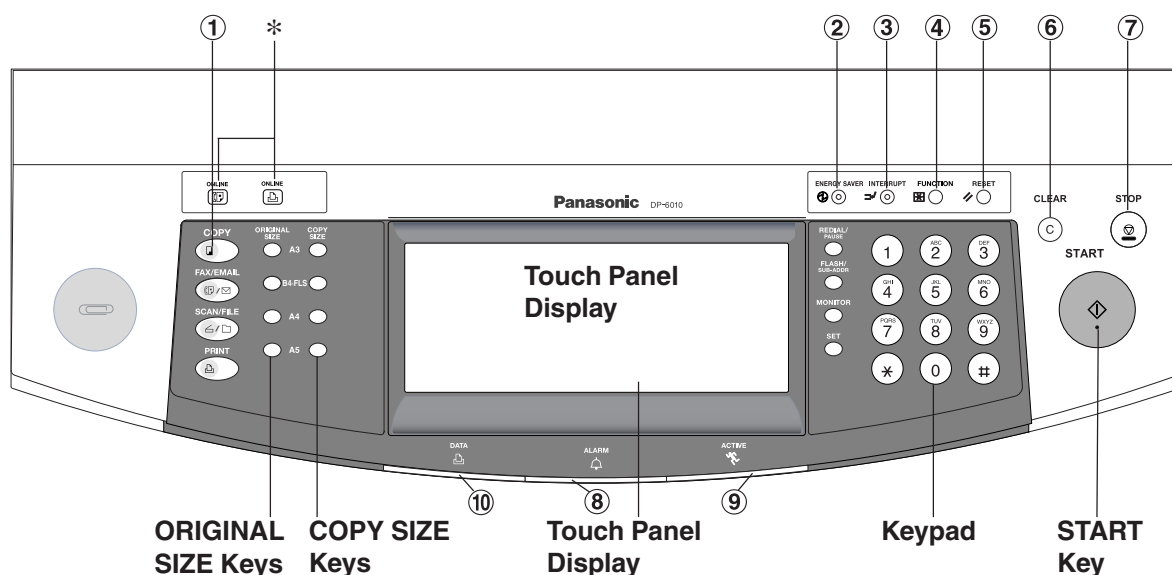
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.

How to replace the fuse.

Open the fuse compartment with a screwdriver and replace the fuse.



# Control Panel



No.	Contents
①	<b>COPY Key</b> ● Press when using the unit as a photocopier.
②	<b>ENERGY SAVER Key</b> ● Can save power while the copier is not in use.
③	<b>INTERRUPT Key</b> ● Interrupts other copy or print jobs while making copies.
④	<b>FUNCTION Key</b> ● Use when changing the paper size, initial values for functions (default values) and key operator settings.
⑤	<b>RESET Key</b> ● Resets all features to the initial power-on state.
⑥	<b>CLEAR Key</b> ● Clears the copy count in the display.
⑦	<b>STOP Key</b> ● Stops the copy run.
⑧	<b>ALARM LED (RED)</b> ● Lights when trouble occurs.*
⑨	<b>ACTIVE LED (GREEN)</b> ● Lights when machine is active.
⑩	<b>PRINT DATA LED (GREEN)</b> ● Lights when print data receive.

\* FAX/EMAIL ON LINE LED for optional Facsimile/Internet Fax functions  
Print ON LINE LED for Printer function

## NOTE

\* When the machine detects a problem or an alarm status is activated, the ⑧Alarm LED lights up or begins to flash.

LED Lights: Machine detected a trouble status

- No paper in the selected tray or toner has run out.
- Machine detected trouble, such as paper misfeed or jam.

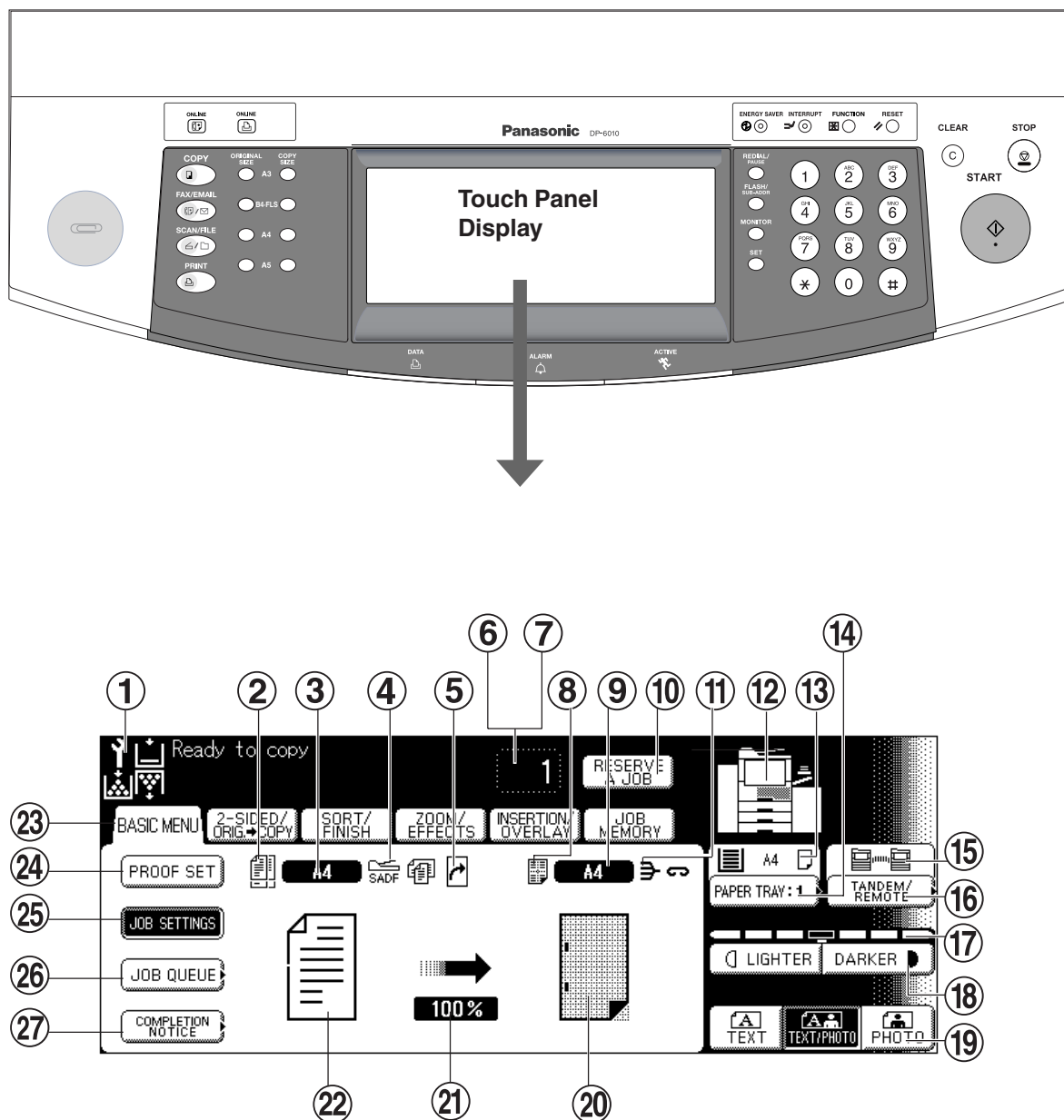
LED Flashes: Machine detected an alarm status

- No paper in the tray. (tray not selected)
- Running low on toner etc.

● The Control Panel displayed above shows only copier functions. Please refer to the appropriate operating instructions for other control panel functions.  
(Refer to page 18 for details on the ORIGINAL SIZE/COPY SIZE Keys.)

## Control Panel





### Touch Panel Display



#### ATTENTION

- Use only soft finger pressure to activate the Touch Panel Display. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.

## ■ Touch Panel Display Indications

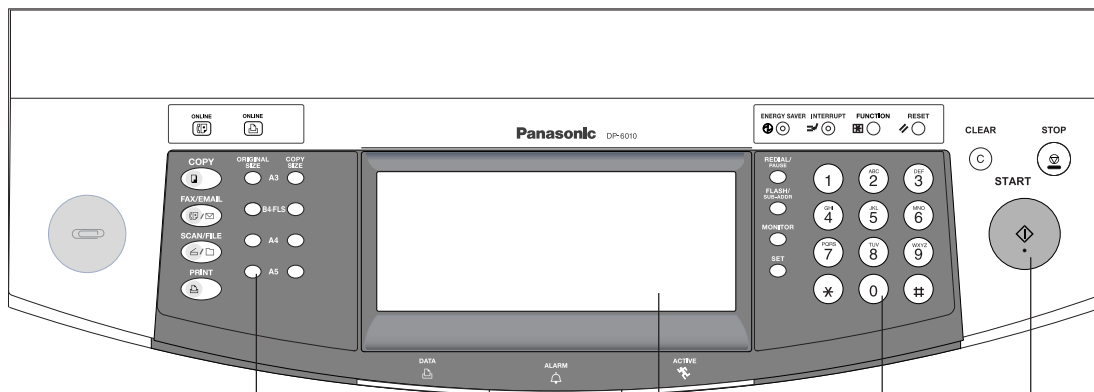
No.	Contents	See Page
①	Warning Indications  : Add Toner  : Add Paper  : Call Service  : Waste Toner (Call Service)	--
②	Original Icon	--
③	Original Size Indication	16
④	SADF/Multi-Size Feed Mode Indication	35
⑤	Rotate Mode Indication	--
⑥	Number of Copies	--
⑦	Machine / User Error Code Indication (E1-01, U13, etc.)	120
⑧	Copy Icon	--
⑨	Copy Size Indication	16
⑩	Reserve a Job Button	55
⑪	Finisher Functions Indication	37
⑫	Machine Outline with Tray Selection	--
⑬	Paper Level and Size Indication	--
⑭	Paper Tray Selection Button	16
⑮	Tandem/Remote Button Indication	20
⑯	Tandem/Remote Button	20
⑰	Density Indicator (7 steps)	14
⑱	Manual Exposure Select Buttons (Lighter and Darker)	14
⑲	Original Mode Select Button (Text; Text / Photo; Photo)	14
⑳	Copy Image and Paper Image Indication	16
㉑	Copy Ratio Indication	16
㉒	Original Image Indication	16
㉓	Function Categories	16 - 58
㉔	Proof Set Button	19
㉕	Job Settings Button	14
㉖	Job Queue Button	25
㉗	Completion Notice Button	26

# Basic Menu

## Full Size Copying

### ■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.



1

Place the Original(s)

ORIGINAL SIZE Keys    Touch Panel Display

2

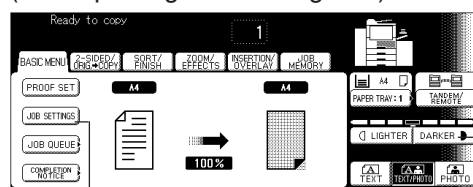
Number of Copies (Up to 999)

3

Press **START**

### ■ Initial Screen

(When placing A4 size originals)



**JOB SETTINGS button**

● Each setting selected will be indicated on the display.

Manual Exposure Select buttons (**LIGHTER** and **DARKER**)

Original Mode Select button (**TEXT**; **TEXT/PHOTO**; **PHOTO**)

### ■ Manually Selecting Exposure Control or Original Size



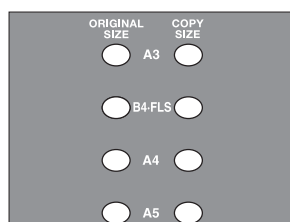
① Touch the **LIGHTER** or **DARKER** button.

② **Select the Original(s)**

**TEXT** : Originals are mainly composed of text.

**TEXT/PHOTO** : Combined originals with text and photo.

**PHOTO** : Originals are mainly composed of photo.



**Select the ORIGINAL SIZE**

A4 and A5 size can be switched between Portrait and Landscape mode.

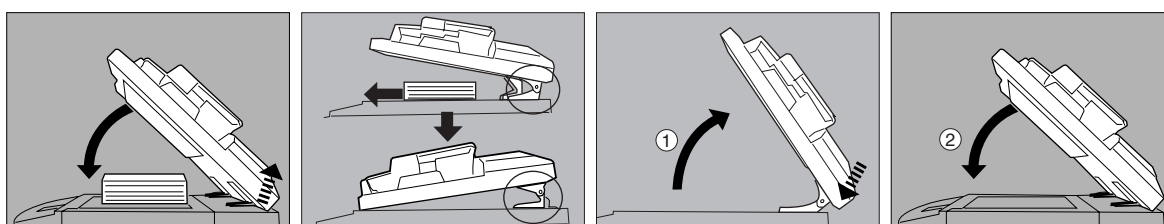


## ■ Notice for i-ADF

### Inappropriate Originals

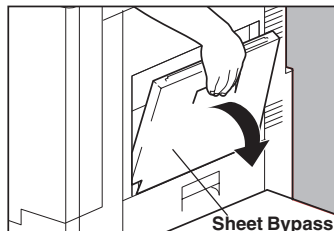
- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a Lead Edge that is “creased”, “folded”, “punched” or “glued”
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer

When copying the thick Booklet, open the ADF and check the ADF Hinge is returned to original angle if ADF rear side is lifted up.

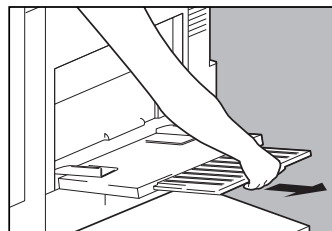


## ■ Using the Sheet Bypass

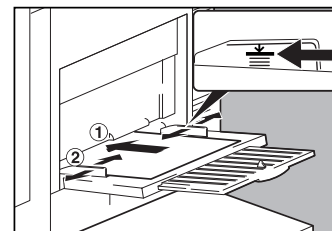
Copying on Special Paper, etc.



Open the Sheet Bypass.



Pull out the Sheet Bypass Tray until it stops.



① Place the sheets of paper into the tray. (Approximately up to 50 A4 size sheets/80 g/m<sup>2</sup>)

Do not load paper above the upper limit arrow indicated on Side Guides.

Insert the paper until it stops.

② Adjust the side guides.

Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

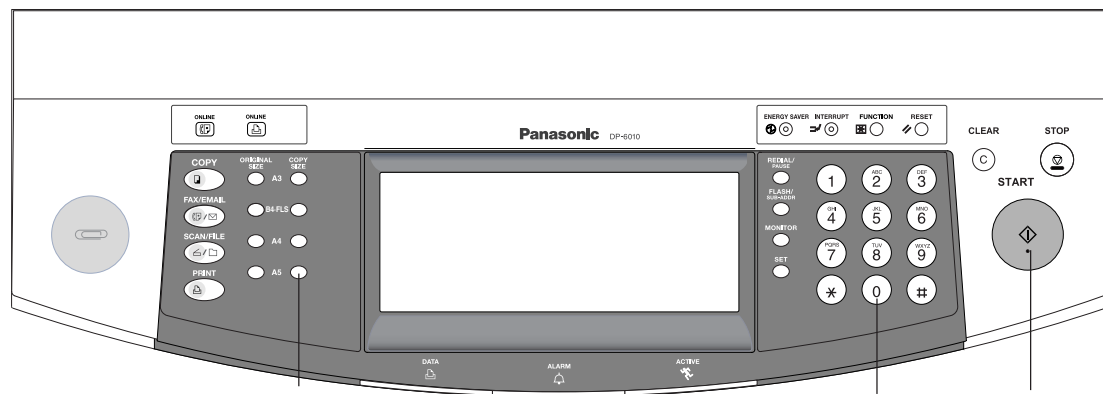
## ATTENTION

- Do not feed curled paper through the sheet bypass to avoid misfeed.
- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorised Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested “3M PP2500” transparency film and found it to be compatible.)

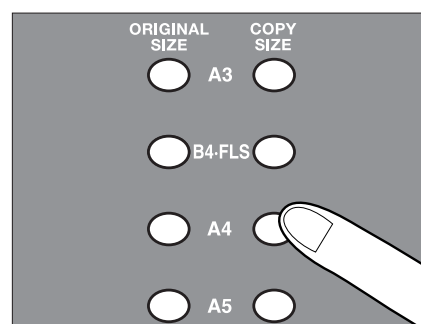
## Basic Menu

### Reduction or Enlargement Copying

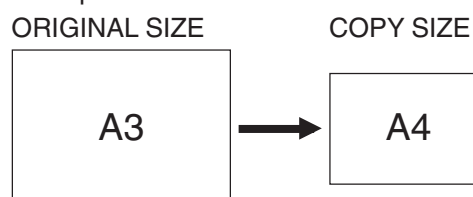
#### ■ Copying with Preset Ratios



- 1 Place the Original(s)
- 2 Select the **COPY SIZE**
- 3 Number of Copies
- 4 Press **START**



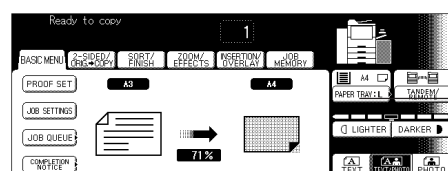
Example: Reduction



The correct ratio is automatically selected.

Reduction and enlargement ratios (%)

ORIGINAL SIZE	COPY SIZE			
	A3	B4	A4 R	A5
A3	100	87	71	50
B4	115	100	82	58
A4 R	141	122	100	71
A5	200	173	141	100



- When changing the paper size, touch the **PAPER TRAY** button.

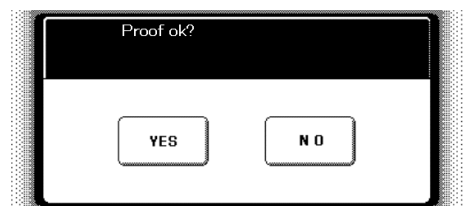
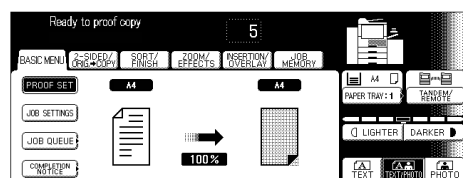
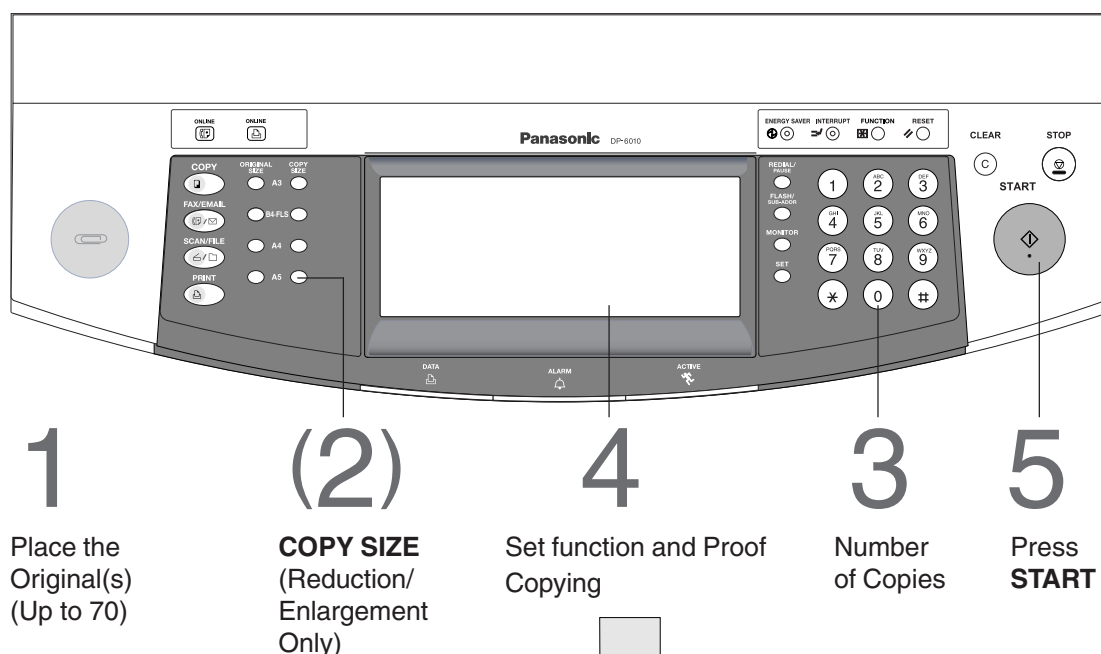
#### NOTE

- If the desired copy size is different from the paper size loaded in the paper tray, use sheet bypass. (See page 17)
- Press the **RESET** key to cancel the reduction or enlargement mode.

## Proof Copying

### ■ Proof Copying

Allows you to make one proof set, before proceeding to copy a large multi-set with various settings.



- ① Place the Originals on the ADF, adjust the settings to your needs, select the number of copies desired.
- ② Set **PROOF SET** button.
- ③ Press **START**, then one Proof Copy is made.

- If the Proof Copy is OK, press the YES button and the remaining number of sets will be printed.
- If the Proof Copy is NG, press the NO button to display the Basic Menu. Adjust the settings to your requirements, place the originals back on the ADF and press START to make another Proof Copy. The process can be repeated until the desired results are obtained.

#### NOTE

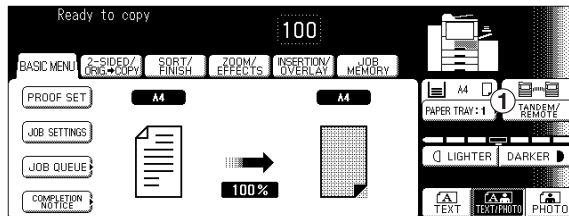
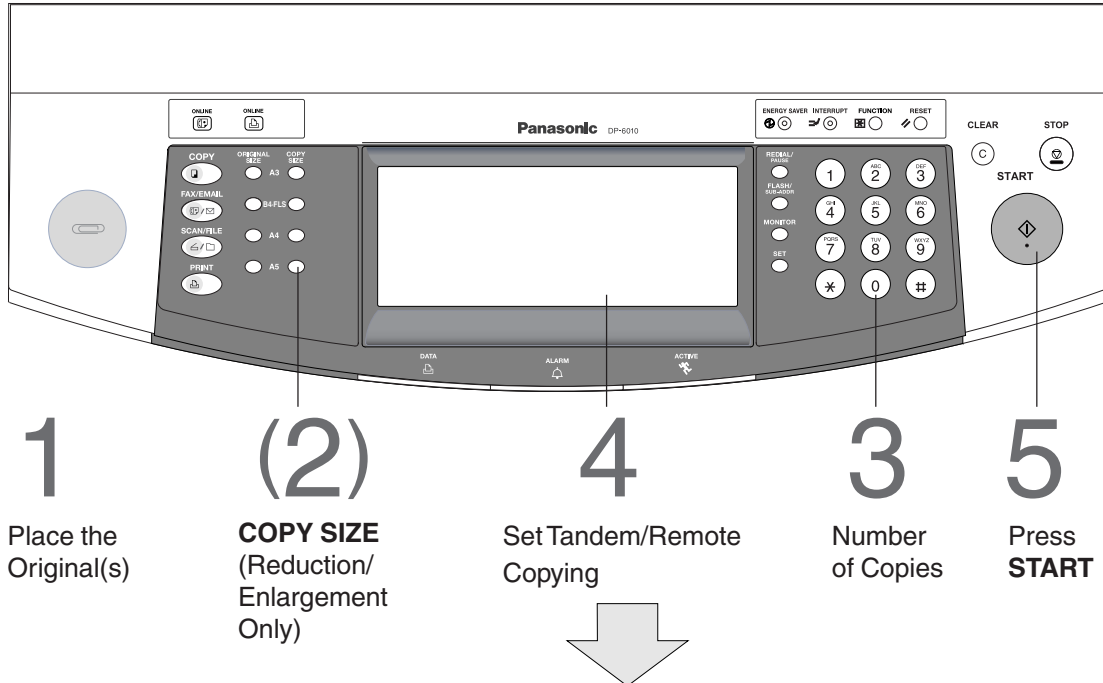
- Press the PROOF SET button again if the Proof Copying mode was reset.
- Numbers in parenthesis “( )” represent that, an additional step is required to activate the feature.

## Basic Menu

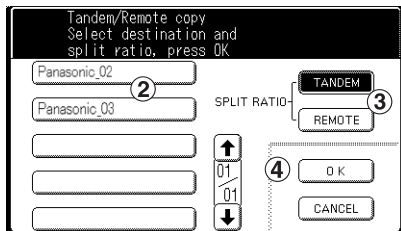
### Tandem/Remote Copying

- (Required installation of optional Hard Disk Drive/DA-HD60, network setup(See page 65)and registration of parameter of the user machine(See page 21).)

- 50 % of the total copying set(s) are split between other copiers on the network. (Tandem Copying)
- All of the copying sets will be printed on other copiers in the network. (Remote Copying)



- ① Select **TANDEM/REMOTE** button on BASIC MENU.



- ② Select Station.  
If the desired Station(Machine Name) is not displayed for selection, register the Station(Machine Name) according to the procedure on the next page.
- ③ Select **TANDEM** button or **REMOTE** button.
- ④ Touch the **OK** button.

#### NOTE

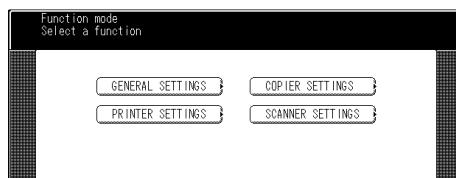
- The selected Remote printing copier, must be either DP-6010, DP-4510 or DP-3510. For the copier to function as a Remote/Tandem Copier it has to be setup in advance.
- To reset the Remote/Tandem mode, press the CANCEL button.

## Tandem/Remote Copy Settings (Registering)

### ■ Register the parameter of the user machine as following procedures.

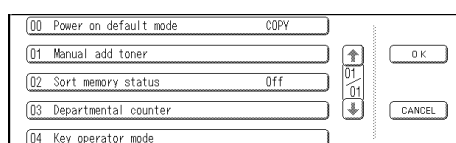
It is necessary to input the Key Operator ID code when registering selected machine.

1



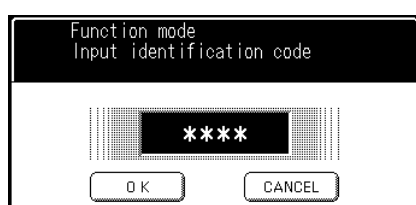
- (1) Press the **FUNCTION** Key on the Control Panel.
- (2) Select the **GENERAL SETTINGS** in the Function Setting mode.

2



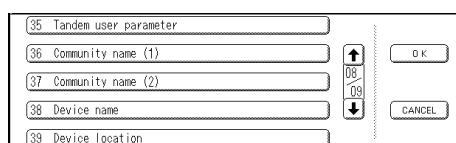
Select **04 Key operator mode** button.

3



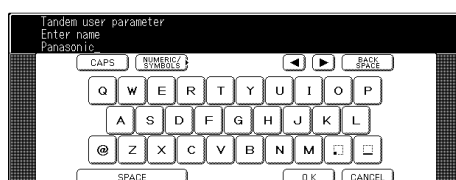
Input ID Code (4 digits) and Touch the **OK** button.

4



Scroll to screen 08/09 and select **35 Tandem user parameter**.

5



Then enter the machine name by using the **QWERTY** keyboard then touch the **OK** button.  
(Up to 15 characters)  
**Ex:** Panasonic

6



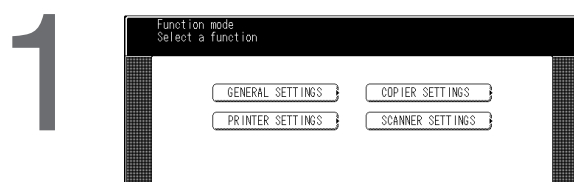
Then enter the key name (up to 15 characters).

(By default, the key name will be up to 15 characters of the station's name. If you do not want to change it, touch the **OK** button.)

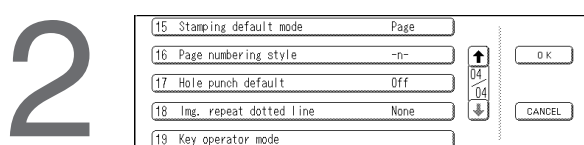
## Basic Menu

### Tandem/Remote Copy Settings (Registration)

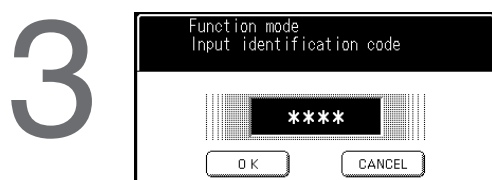
- If you want to print from a Remote printing copier, either DP-3510, DP-4510 or DP-6010 that is installed on a network with a different subnet mask, the Station (Machine Name) will not be displayed for selection in the Touch Panel. You must first register the DP-3510, DP-4510 or DP-6010 before being able to use the Tandem/Remote Copying function explained on Page 20. (Please consult with your Network Administrator for details on the network address.) The Key Operator ID code will be required when registering a machine for selection.



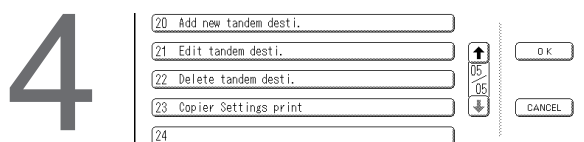
- (1) Press the **FUNCTION** Key on the Control Panel.  
(2) Select the **COPIER SETTINGS** in the Function Setting mode.



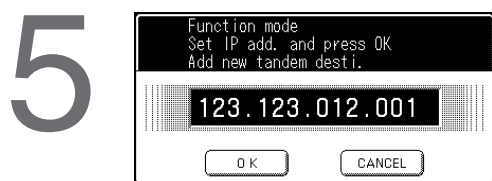
- Scroll to screen 04/04 and select **19 Key operator mode** button.



- Input the 4-digit ID Code and Touch the **OK** button.



- Scroll to screen 05/05 and select **20 Add new tandem desti.**



- Enter the IP Address by using the Keypad and then touch the **OK** button.

Ex: 123.123.012.001

**NOTE:** When entering a one or two digit address, add "00" or "0" in front of the numerical address.



- Then enter the machine name by using the **QWERTY** keyboard then touch the **OK** button.

(Up to 15 characters)

Ex: DP-6010 SALES



- Then enter the key name (up to 15 characters). (By default, the key name will be up to 15 characters of the station's name. If you do not want to change it, touch the **OK** button.)

## Tandem/Remote Copy Settings (Editing)

- To edit the registered machine's settings (IP Address, machine name or key name).

1~3

Use the same procedure as the Registration of the selected machine. (See page 22)

4

Scroll to screen 05/05 and select **21 Edit tandem desti.**

5

Select the registered machine name and touch the **OK** button.

6

Enter the New IP Address by using the Keypad and then touch the **OK** button.

Ex: 123.123.012.002

**NOTE:** When entering a one or two digit address, add "00" or "0" in front of the numerical address.

7

Then enter the new machine name by using the **QWERTY** keyboard then touch the **OK** button.

(Up to 15 characters)

**Ex:** DP-6010 SALES

8

Then enter the new key name (up to 15 characters).

(By default, the key name will be up to 15 characters of the station's name. If you do not want to change it, touch the **OK** button.)

## Basic Menu

### Tandem/Remote Copy Settings (Deleting)

- To delete the registered machine.

1~3

Use the same procedure as the Registration of the selected machine.  
(See page 22)

4

A screenshot of a menu with five options: 20 Add new tandem desti., 21 Edit tandem desti., 22 Delete tandem desti., 23 Copier Settings print, and 24. To the right of the menu is a vertical scroll bar with '05' at the top and '05' at the bottom. To the right of the scroll bar are two buttons: 'OK' and 'CANCEL'.

Scroll to screen 05/05 and select **22 Delete tandem desti.**

5

A screenshot of a screen titled 'Delete tandem desti. Select tandem machine and press OK'. It shows a list of machine names: 'DP-6010 SALES', 'manual', and two empty fields. To the right of the list is a vertical scroll bar with '01' at the top and '01' at the bottom. To the right of the scroll bar are two buttons: 'OK' and 'CANCEL'.

Select the registered machine name and touch the **OK** button.

6

A screenshot of a screen titled 'Delete tandem machine?'. It shows two buttons: 'YES' and 'NO'.

Touch the **YES** button to confirm the deletion.

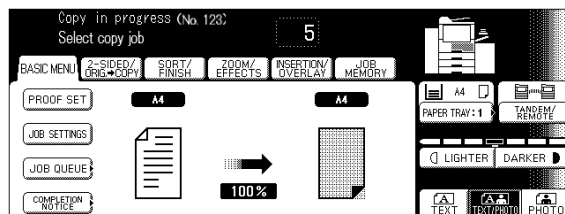


## Job Queue

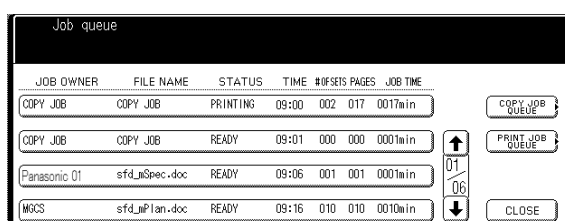
- Can refer to a job list waiting for printing, delete or change of priority (only for print job).

### Procedure

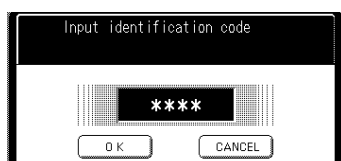
Ex. Delete print job.



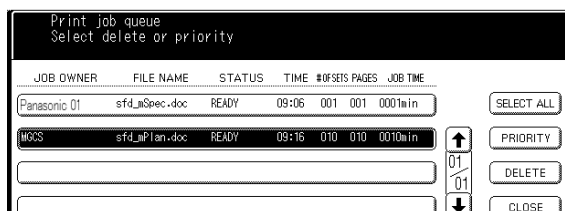
① Touch **JOB QUEUE** button.



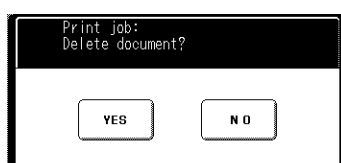
② Touch **PRINT JOB QUEUE** button.



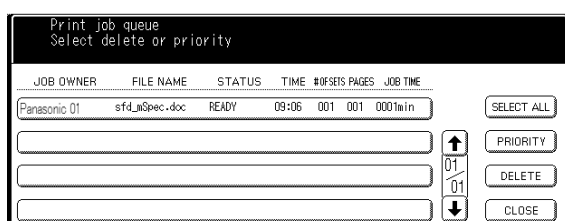
③ Input password (4-digit) then touch the **OK** button.



④ Select the job(s)\* you wish to delete and then touch **DELETE** button.



⑤ Confirm whether to delete by selecting **YES** or **NO**.



⑥ Touch **CLOSE** 2 times to return to the **BASIC MENU**.  
If you want to delete more jobs repeat steps ④ and ⑤.

### NOTE

- The **PRINT JOB QUEUE** requires the Key Operator's Password, however, the **COPY JOB QUEUE** does not require a password.
- The Job Queue selection function is only available when the optional HDD is installed.
- \* You can select to delete multiple or all jobs.
- \* Priority can be selected for print jobs only.

## Basic Menu

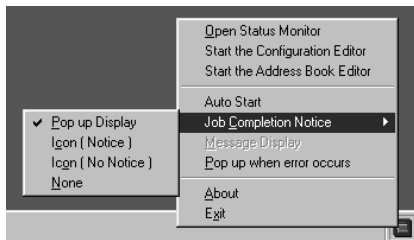
### Completion Notice

#### ■ Completion Notice

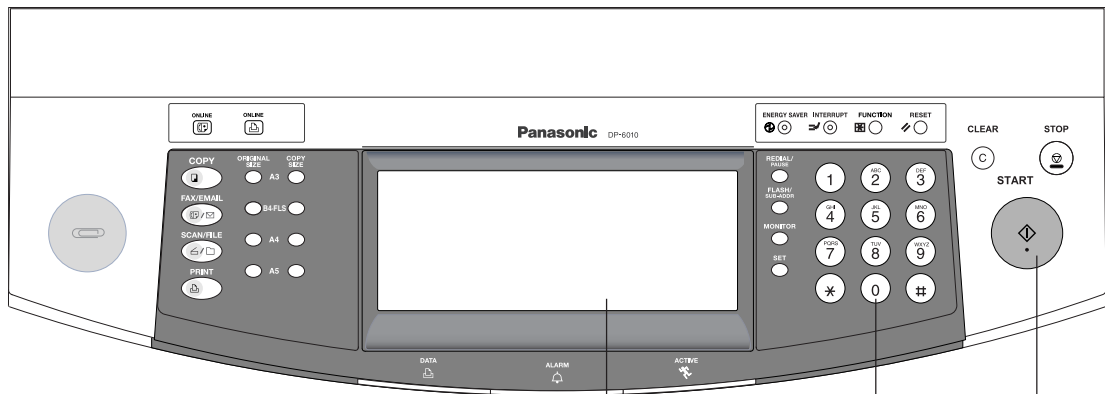
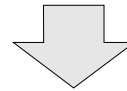
You or a selected party can be notified with a Job Completion Notice via a pop up screen on your PC when the Copy Job is completed. You must set the Job Completion Notice feature prior to starting the job and set up the Status Monitor.

The PC IP Addresses will be automatically displayed into the Address Book on your network (contact your network administrator for detail).

- Before using the Completion Notice, install the Panasonic-DMS included with the machine. Then, set the Status Monitor as follows;



- ① Right click the Status Monitor icon.
- ② Select the Job Completion Notice  
→ Pop up Display.



1

Place the Original(s)

2

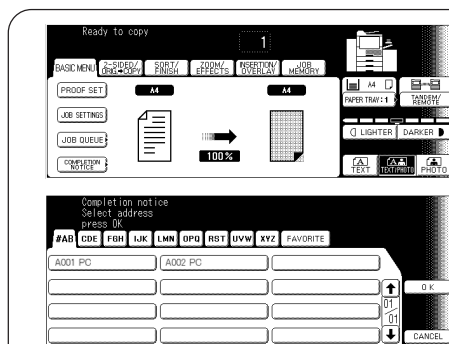
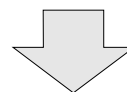
Set function and Completion Notice

3

Number of Copies

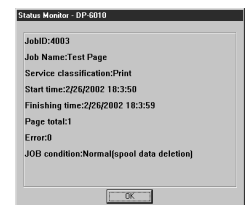
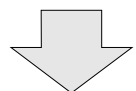
4

Press **START**  
Pop up screen will be shown on your PC



Touch the **COMPLETION NOTICE** button.

- ① Select the desired PC Address.
- ② Touch the **OK** button.



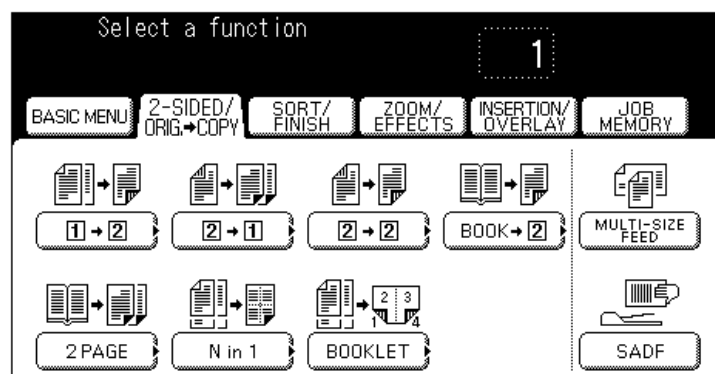
#### NOTE

- This Completion Notice is available only when connected to the network.
- To reset the Completion Notice, press the CANCEL button.

# 2-Sided/Original → Copy

## 2-Sided/Orig. → Copy Button

### ■ Initial Screen



- Touch the desired button to select a function.

1 → 2	From 1-Sided originals to 2-Sided copies.	(See page 28)
2 → 1	From 2-Sided originals to two 1-Sided copies.	(See page 28)
2 → 2	From 2-Sided originals to 2-Sided copies.	(See page 28)
BOOK → 2	From book originals to 2-Sided copies.	(See page 29)
2 PAGE	Copying two facing pages or a A3 size original on two separate A4 size sheets.	(See page 30)
N in 1	From two (four or eight) 1-Sided originals, side by side, to 1-Sided copies.	(See page 31)
BOOKLET	Formats output in order so document can be folded and/or saddle stitched like a book.	(See page 33)
MULTI-SIZE FEED	Different size originals can be copied full size (1:1) or same size.	(See page 34)
SADF*	A special original (like a thin paper etc.,) can be fed from the i-ADF original tray. This mode adds a delay to allow another original to be placed on the i-ADF within a specific period of time.	(See page 35)

#### NOTE

\* When using the SADF function, consult your key operator.

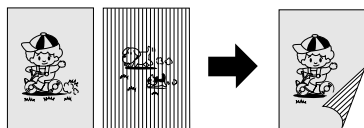
- 2-Sided originals may be handled either manually or automatically using the i-ADF.

## 2-Sided/Original → Copy

### 1 → 2, 2 → 1, 2 → 2 Copy

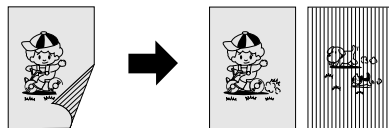
#### ■ 1 → 2 Copy

From 1-Sided originals to  
2-Sided copies.  
(From Copier Platen or i-ADF)



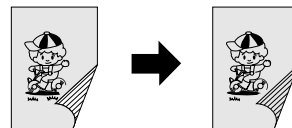
#### ■ 2 → 1 Copy

From 2-Sided originals to  
1-Sided copies.  
(Using i-ADF)

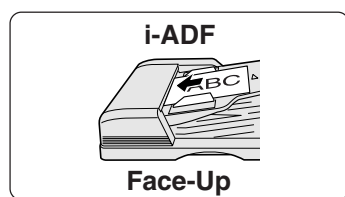


#### ■ 2 → 2 Copy

From 2-Sided originals to  
2-Sided copies.  
(Using i-ADF)

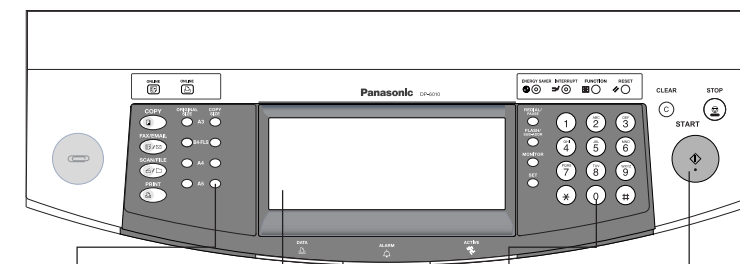


#### ■ Procedure



1

Place the  
Original(s)



(2)

**COPY SIZE**  
(Reduction/  
Enlargement  
Only)

3

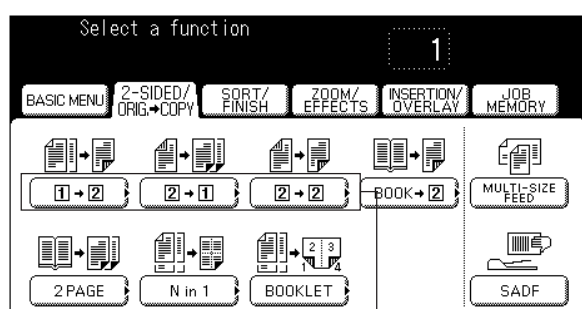
① Select  
2-SIDED/ORIG.  
→ COPY  
② Touch 1 → 2,  
2 → 1 or 2 → 2

4

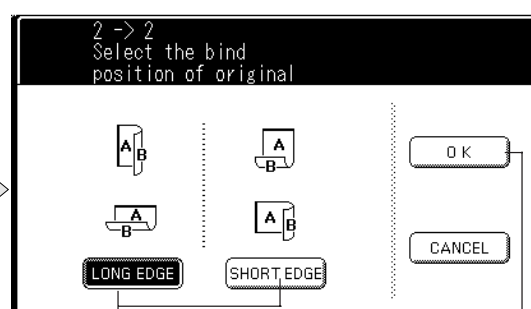
Number of  
Copies

5

Press  
**START**



②



(Example: 2 → 2 Copy)

③

④

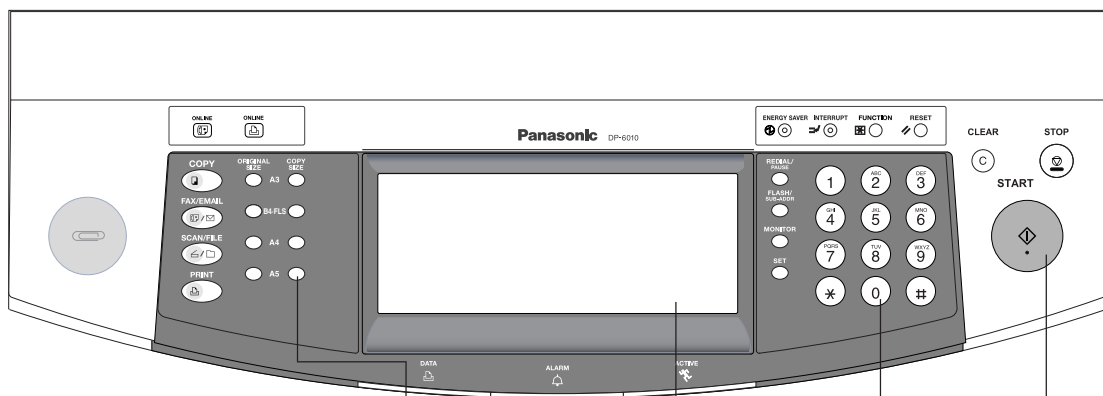
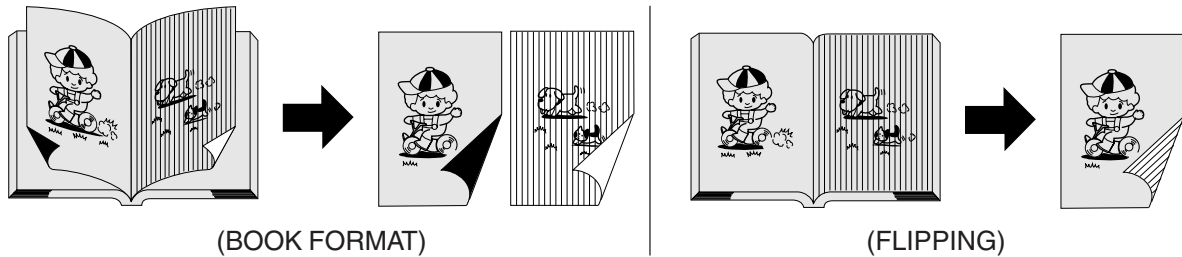
#### NOTE

● To reset each menu mode, touch the **CANCEL** button on the touch panel.

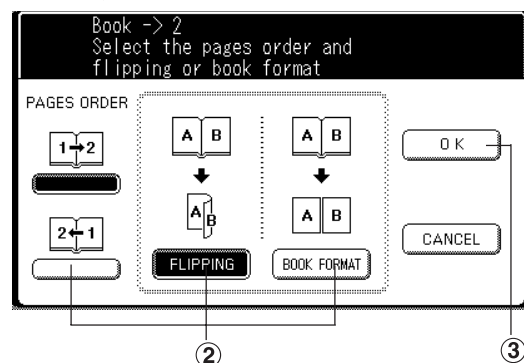
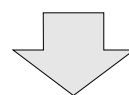
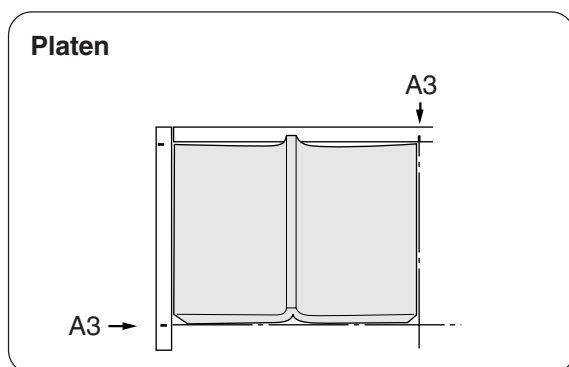
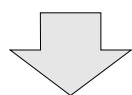
## Book → 2 Copy

### ■ Book → 2 Copy

From book originals to 2-Sided copies.  
Except A4, A5 sizes.



- 1 Place the Original on the Platen
- (2) **COPY SIZE** (Reduction/Enlargement Only)
- 3 ① Select 2-SIDED/ORIG. → COPY  
② Select **Book → 2** Mode and Copy Format
- 4 Number of Copies
- 5 Press **START**



### NOTE

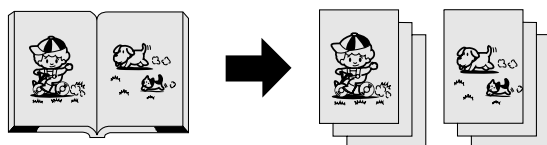
- To reset each menu mode, touch the **CANCEL** button on the touch panel.

## 2-Sided/Original → Copy

### 2 Page Copy

#### ■ 2 Page Copy

Copying two facing pages or a A3 size original on two separate A4 size sheets.



#### ■ Procedure

**1** Place the Original

**(2)** **COPY SIZE**  
(Reduction/  
Enlargement Only)

**3** ① Select 2-SIDED/  
ORIG. → COPY  
② Touch 2 Page Mode

**4** Number of Copies

**5** Press **START**

↓

**Platen** Example: A3 size original

2 Page  
Select the pages order

③      ④

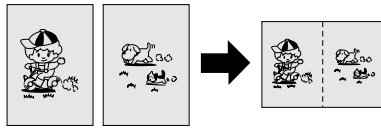
#### NOTE

- To reset each menu mode, touch the **CANCEL** button on the touch panel.

## N in 1 Copy

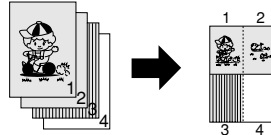
### ■ 2 in 1 Copy

From two 1-Sided originals, side by side, to 1-Sided pages.



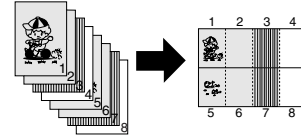
### ■ 4 in 1 Copy

From four 1-Sided originals, side by side, to 1-Sided copies.



### ■ 8 in 1 Copy

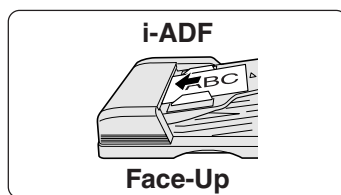
From six 1-Sided originals, side by side, to 1-Sided copies.



### ■ 2-Sided Copy

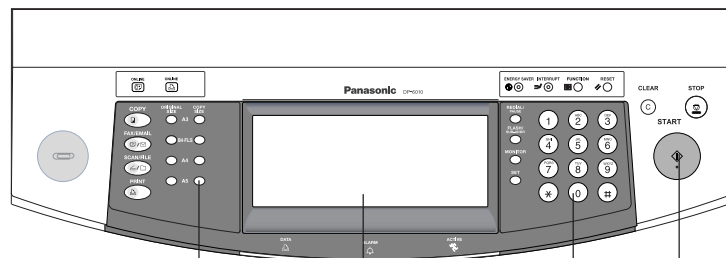
From 4/8/16 1-Sided originals, side by side, to 2-Sided copies.

### ■ Procedure



1

Place the  
Originals  
on the i-ADF



(2)

**COPY SIZE\***  
(Reduction/  
Enlargement Only)

3

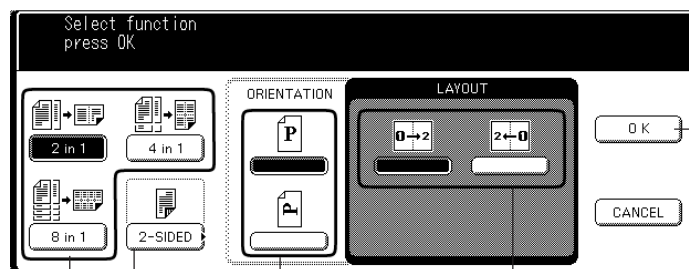
① Select  
2-SIDED/ORIG. →  
COPY  
② Touch **N in 1** Mode  
and Make Selection

4

Number of  
Copies

5

Press  
**START**



③ Select N in 1 mode

④ Select original direction

\*

Select the copy layout

Touch the  
**OK** button

Copy is automatically reduced.

● 2 in 1: 71 %, 4 in 1: 50 %, 8 in 1: 35 %  
(ex. A4 to A4- size)

\* Selecting the N in 1 Copy with 2-Sided copy.

### NOTE

● To reset each menu mode, touch the **CANCEL** button on the touch panel.

\* When 2 in 1 copying with different paper size of original, select desired copy size with **COPY SIZE** Key (not **PAPER TRAY** button of the LCD Touch Panel).

2-Sided/Original → Copy

N in 1 Copy

■ N in 1 Copy

Combination for N in 1 copy operation.

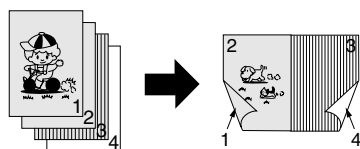
Mode	Originals	Layout	Operation
2 in 1	<div><div>1</div><div>2</div></div>	<div><div>12</div><div>21</div></div>	See page 31
	<div><div>1</div><div>2</div></div>	<div><div>12</div><div>21</div></div>	
	<div><div>1</div><div>2</div></div>		
	<div><div>1</div><div>2</div></div>	<div><div>12</div><div>21</div></div>	
4 in 1	<div><div>1</div><div>2</div><div>3</div><div>4</div></div>	<div><div>1234</div><div>1324</div><div>2143</div><div>3142</div></div>	See page 31
	<div><div>1</div><div>2</div><div>3</div><div>4</div></div>	<div><div>1234</div><div>1324</div><div>2143</div><div>3142</div></div>	
	<div><div>1</div><div>2</div><div>3</div><div>4</div></div>		
	<div><div>1</div><div>2</div><div>3</div><div>4</div></div>	<div><div>1234</div><div>1324</div><div>2143</div><div>3142</div></div>	
8 in 1	<div><div>1</div><div>2</div><div>...</div><div>8</div></div>	<div><div>12345678</div><div>13572468</div><div>43218765</div><div>75318642</div></div>	See page 31
	<div><div>1</div><div>2</div><div>...</div><div>8</div></div>	<div><div>12345678</div><div>13572468</div><div>21438765</div><div>51627384</div></div>	
	<div><div>1</div><div>2</div><div>...</div><div>8</div></div>		
	<div><div>1</div><div>2</div><div>...</div><div>8</div></div>	<div><div>12345678</div><div>13572468</div><div>43218765</div><div>75318642</div></div>	



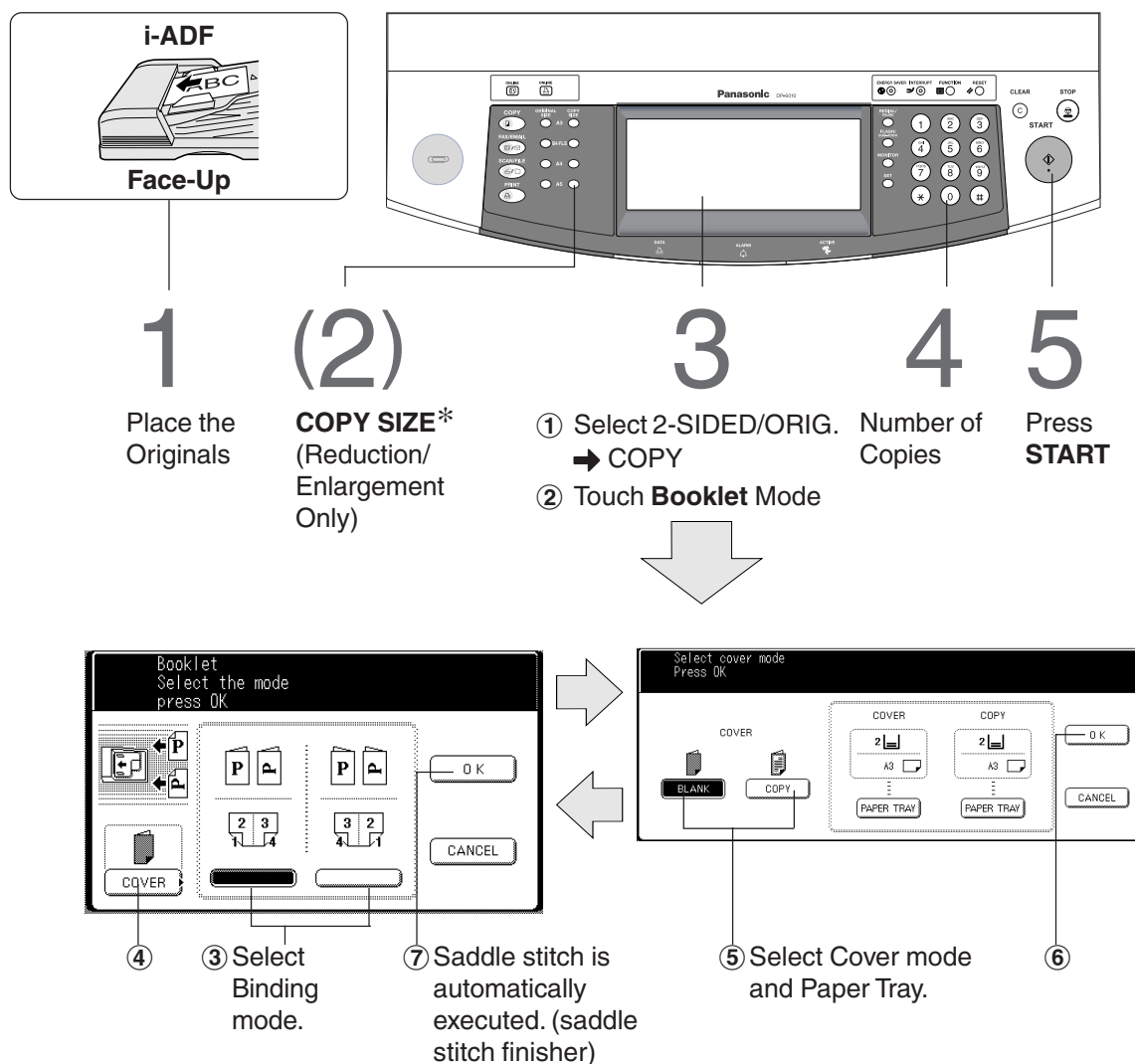
## Booklet Copy

### ■ Booklet Copy

Formats output in order so document can be folded and/or saddle stitched like a book.



### ■ Procedure



### NOTE

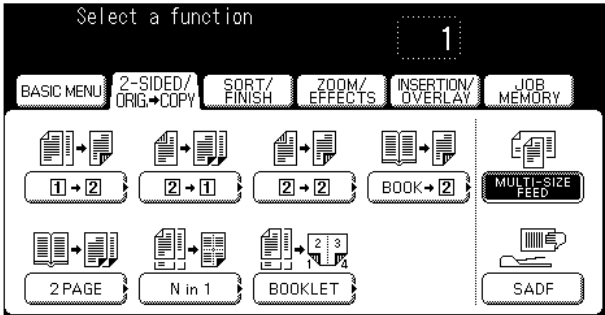
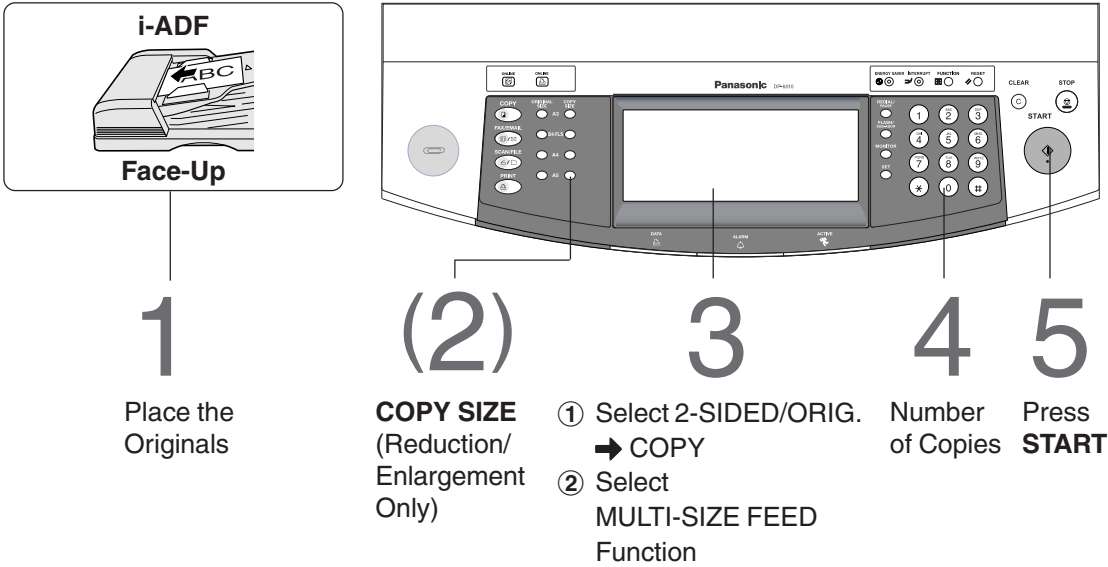
- \* Default copy size is Reduce, copy size can be selected with 100 % or Reduce.
- The 1/2-Bin Saddle-Stitch Finisher is required for Booklet Copy.  
Maximum originals (images)  
1-Bin Saddle-Stitch Finisher : 40 images  
2-Bin Saddle-Stitch Finisher : 60 images
- For Booklet Copy, use A4 or A5 originals only.
- To reset each menu mode, touch the **CANCEL** button on the touch panel.
- When using the booklet, a maximum of 60 images (40 images/1-Bin Saddle-Stitch Finisher) can be stored.

# 2-Sided/Original → Copy

## Multi-Size Feeding

Use this function when copying mixed A3/A4 size originals using the i-ADF. Original size can be detected automatically then can be copied full size (1:1) or same size.

### ■ Procedure



### (2) Combination of Multi-Size feeding

Originals	Copies		
	Full Size	Reduction	Enlargement
A3	A3	A4/A4 R	—
A4	A4	A4/A4 R	—

#### NOTE

- Multi-Size Feeding function cannot be combined except SADF in another 2-sided/original → copy function.

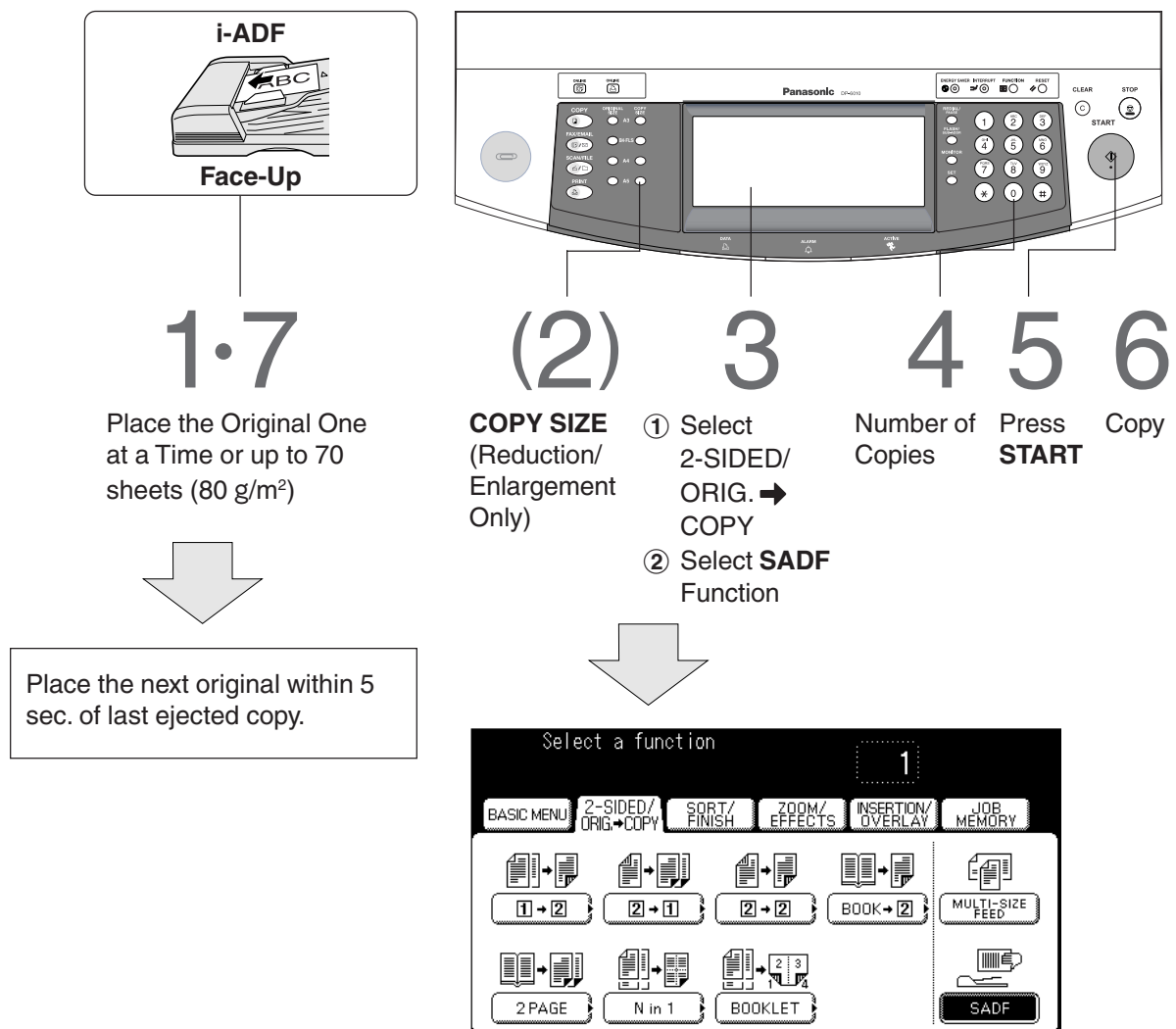
## SADF Mode

### ■ SADF (Single Sheet Automatic Document Feeder) Function

This mode adds a 5 second delay to allow another original to be placed on the i-ADF. Special originals (like thin paper, etc.) can be fed from the i-ADF Tray and copied continuously using the SADF Mode. This is useful, when copying multiple sets of originals that exceed the maximum capacity of the i-ADF Tray of 70 sheets (80 g/m<sup>2</sup>). (See the Example below)

Before using this feature, the SADF Mode must be enabled in the copier function settings. (See page 67)

### ■ Procedure



(Continued on the next page)

#### NOTE

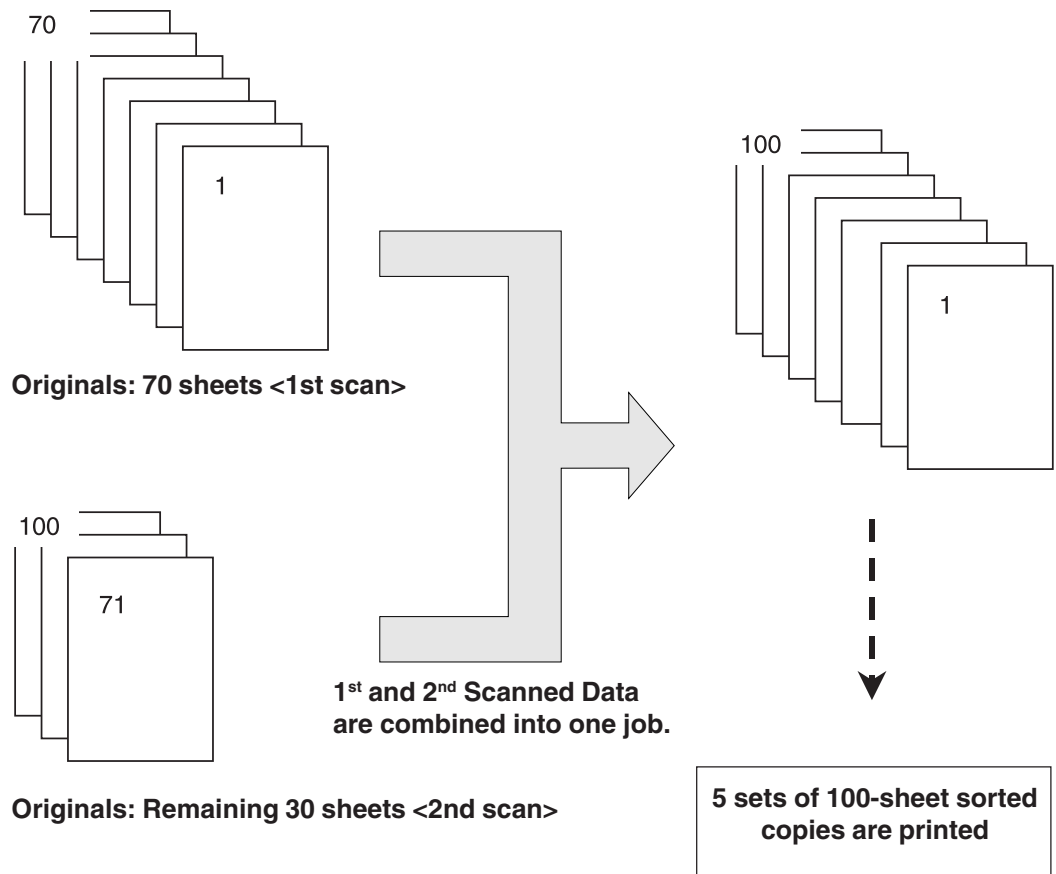
- SADF function cannot be combined with 2 → 1 and 2 → 2. (See page 59)
- Optional Image Memory or Hard Disk Drive may be required.

## 2-Sided/Original → Copy

### SADF Mode

**Example:** To make 5 sets of sorted copies of 100-sheet of originals.

- Place the first 70 sheets of originals on the i-ADF Tray.
- Touch the **2-SIDED/ORIG. → COPY** menu and select **SADF**.
- Touch the **SORT/FINISH** menu and select the desired sorting/finishing end result.
- Press the **START** key.
- After scanning the first 70 sheets, you can place the remaining 30 sheets of originals on the i-ADF Tray within 5 second to continue copying without interrupting the cycle.  
Or if you do nothing the machine will display “**Another original? /YES or NO**”.
- Place the remaining 30 sheets of originals on the tray and select “**YES**”.
- After scanning the remaining 30 sheets, “**Another original? /YES or NO**” will display, select “**NO**” to start the printing process.

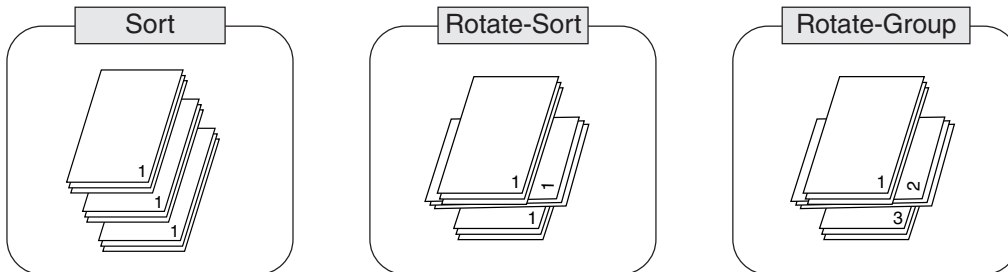


# Sort/Finish

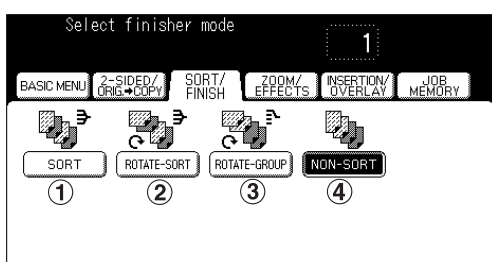
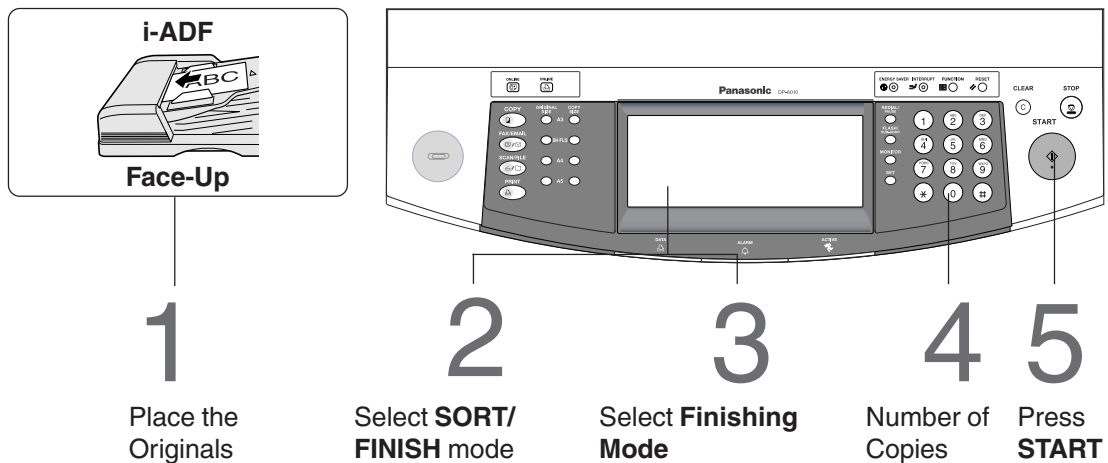
## Sort/Finish Button

### ■ When using Sort Mode without optional Finisher

#### 1. Features



#### 2. Operation



Select the type of finishing mode

#### ① SORT

Multiple copy sets are sorted automatically.

#### ② ROTATE-SORT\*

Multiple copy sets are sorted automatically and stacked in alternate direction (rotate).

#### ③ ROTATE-GROUP\*

Multiple copies of individual pages are stacked in alternate direction (rotate).

#### ④ NON-SORT

Copy is stored on the tray.

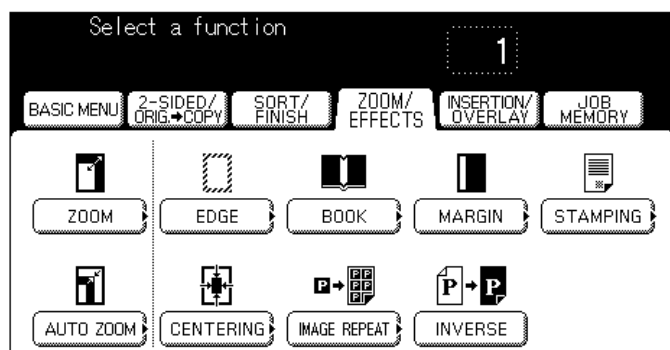
#### NOTE

\* Rotate-Sort and Rotate-Group functions are available for A4 size only.

# Zoom/Effects

## Zoom/Effects Button

### ■ Initial Screen



- Touch the desired button to select a function.

<b>ZOOM</b>	Copies with variable zoom ratios from 25 % to 400 % in 1 % increments.	(See page 39)
<b>AUTO ZOOM</b>	Copy ratios can be selected automatically by selecting the paper size.	(See page 40)
<b>EDGE</b>	Creates a blank edge.	(See page 41)
<b>BOOK</b>	Eliminates dark inner binding shadows.	(See page 41)
<b>MARGIN</b>	Shifts image to right or left.	(See page 41)
<b>STAMPING</b>	Prints a page number, date or issue number on the copies.	(See page 42-44)
<b>CENTERING</b>	Auto centres the Image on copy when using Reduction Mode.	(See page 45)
<b>IMAGE REPEAT</b>	Creates continuous copy images on one sheet.	(See page 45)
<b>INVERSE</b>	Copies an inverse image <ul style="list-style-type: none"> <li>● Negative to Positive</li> <li>● Positive to Negative</li> </ul>	(See page 45)

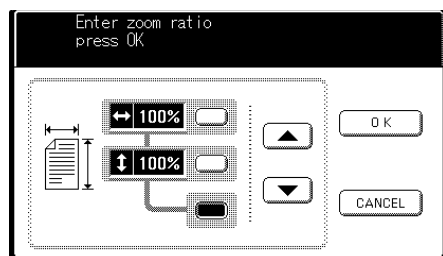
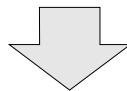
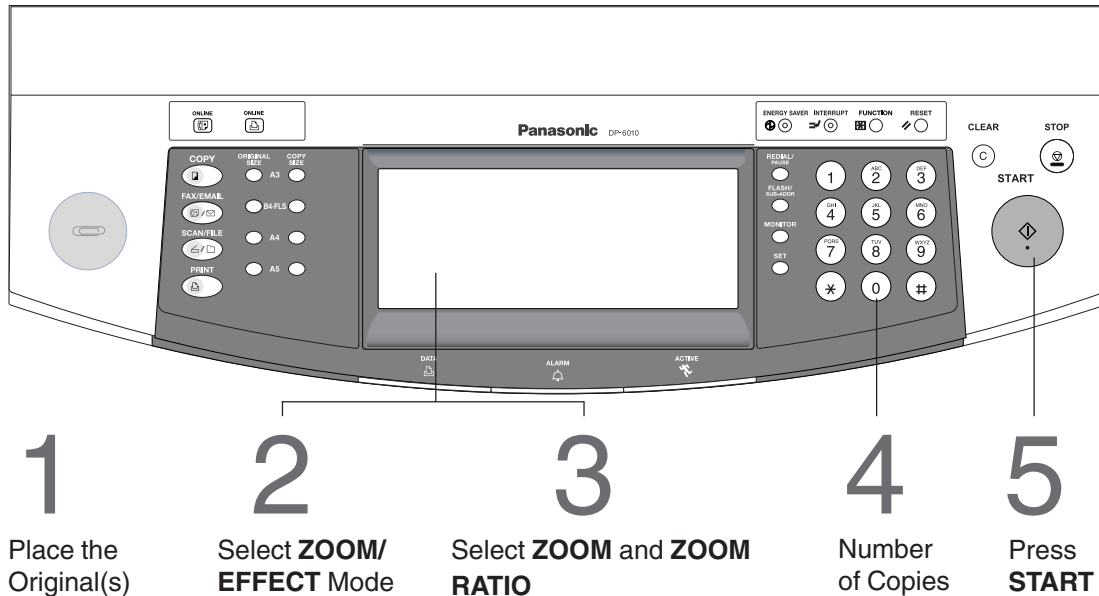
#### NOTE

- For combining Zoom/Edit functions and other functions, see page 59.
- To reset Zoom/Effects mode, press the **RESET** key.

## Zoom Copying

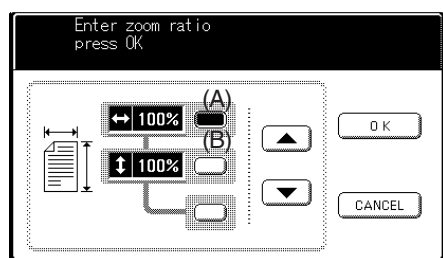
### ■ Zoom

Copies with variable zoom ratios from 25 % to 400 % in 1 % increments.



#### <To set the width and length Zoom to same ratio>

Adjust the Zoom Ratio using the ▼·▲ buttons or the keypad, and then touch the **OK** button.



#### <To set the width and length Zoom Ratio Individually>

Touch the (A) or (B) buttons and adjust the Zoom Ratio using the ▼·▲ buttons or the keypad, then touch the **OK** button.

### ATTENTION

- When changing the paper size after setting the zoom ratio, please use the **PAPER TRAY** button.  
If you use the **COPY SIZE** key, the zoom ratio will be changed.

### NOTE

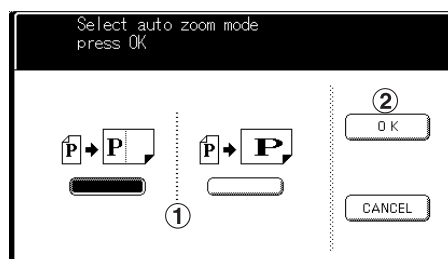
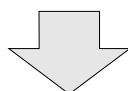
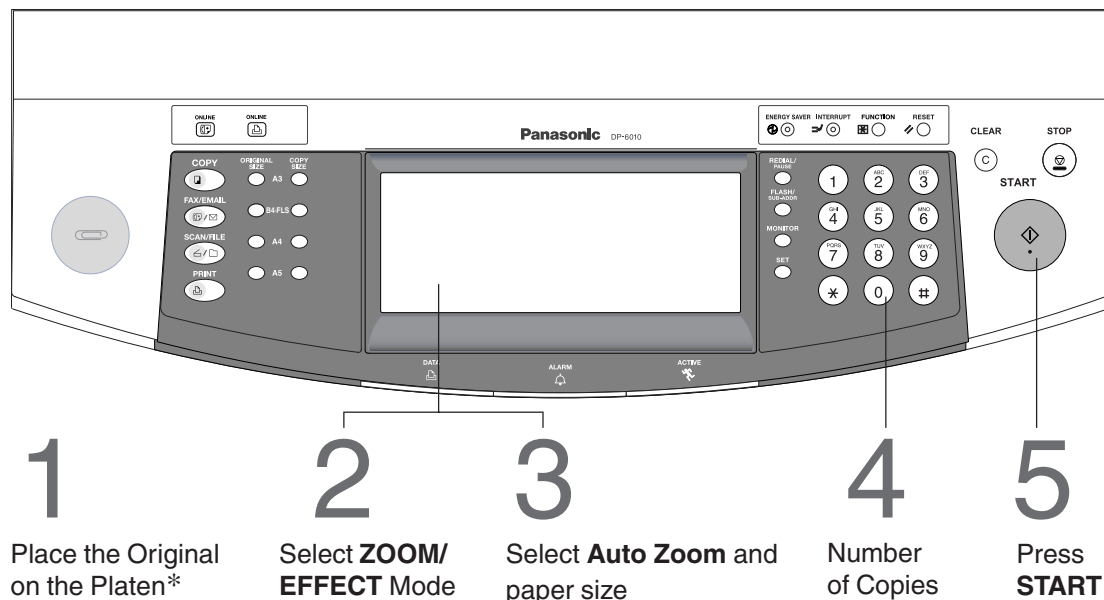
- To reset each menu mode, touch the **CANCEL** button on the touch panel.
- If using the keypad to set the zoom ratio, press the **CLEAR** key first to reset the zoom ratio.

## Zoom/Effects

### Auto Zoom Copying

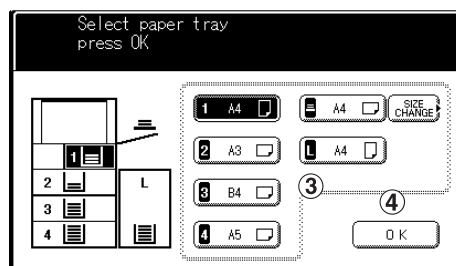
#### ■ Auto Zoom

The copy Zoom Ratio adjusts automatically to the selected paper size.



① The Zoom Ratio adjusts automatically to the selected paper size.

② Touch the **OK** button.



③ Select paper size.

④ Touch the **OK** button.

#### NOTE

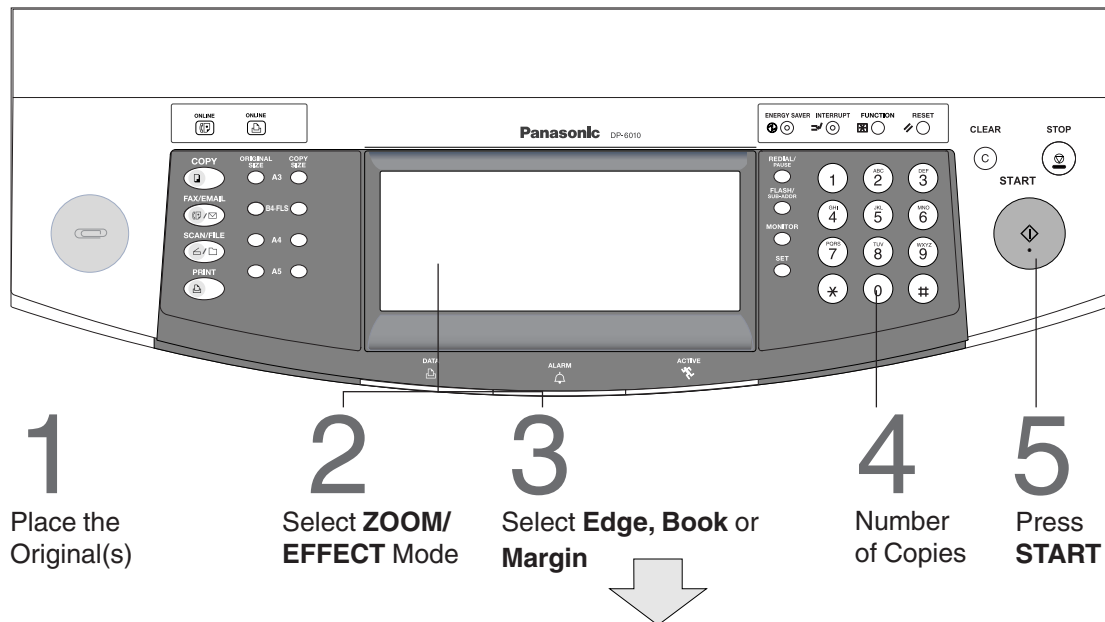
\* For the Auto Zoom function to work properly when using the skyshot mode, open the i-ADF.

- To reset each menu mode, touch the **CANCEL** button on the touch panel.
- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

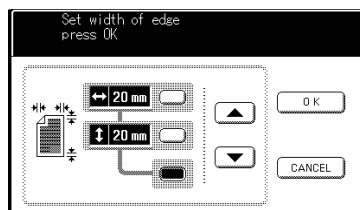


## Edge/Book/Margin

### ■ Procedure

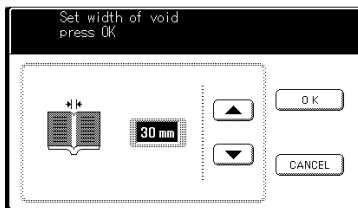


#### Edge



- ① When the vertical and horizontal void areas are the same, adjust the void width by using the ▲·▼ buttons, then touch the **OK** button.

#### Book



- ① When the vertical and horizontal void areas are different, select vertical or horizontal edge.
- ② Adjust each void width by using the ▲·▼ buttons.
- ③ Touch the **OK** button.

\* Initial setting (Factory setting): 5 mm

#### Margin



- ① Adjust void width by using the ▲·▼ buttons.
- ② Touch the **OK** button.

\* Initial setting (Factory setting): 20 mm

- ① Select the Margin area.
- ② Adjust void width by using the ▲·▼ buttons.  
The image is moved only by the void width which has been set.\*\*
- ③ Touch the **OK** button.

\* Initial setting (Factory setting): 10 mm

#### NOTE

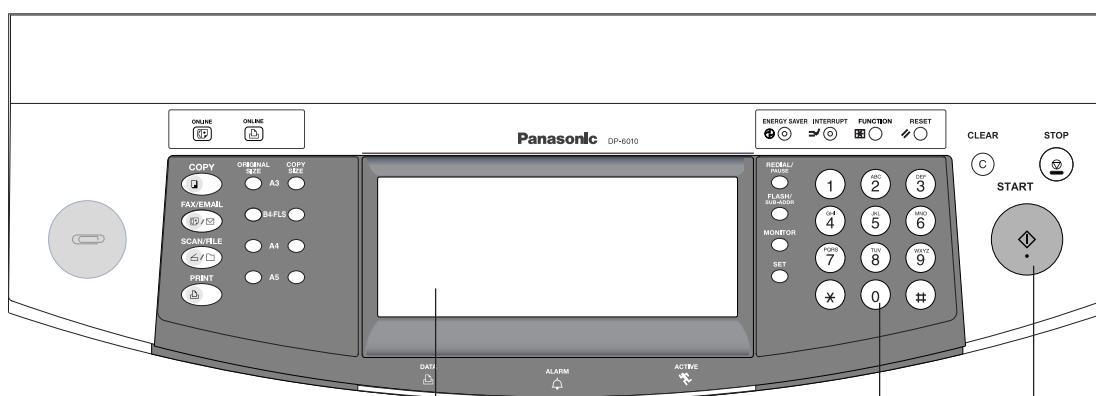
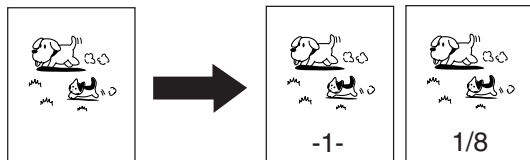
- \* Initial setting (Factory setting) can be changed by the function mode. (See page 62)
- \*\* If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to Yes. (See page 62)
- To reset each menu mode, touch the **CANCEL** button on the touch panel.

## Zoom/Effects

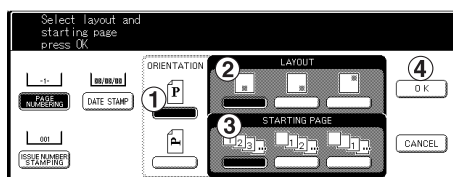
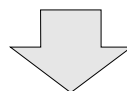
### Stamping (Page Numbering)

#### ■ Feature

The page number can be automatically printed on each page.



- 1 Place the Originals (i-ADF)
- 2 Select **ZOOM/EFFECT** Mode
- 3 Select **Stamping (Page Numbering)**
- 4 Number of Copies
- 5 Press **START**



- ① Select the Orientation.
  - ② Select the Layout for Page Numbering.
  - ③ Select the Starting Page to begin page numbering. Page 1, 2 or 3 can be selected.
  - ④ Touch the **OK** button.
- Page numbering format\* is indicated with -n- or n/m.

#### NOTE

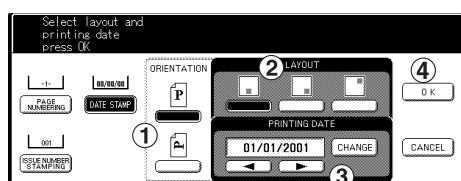
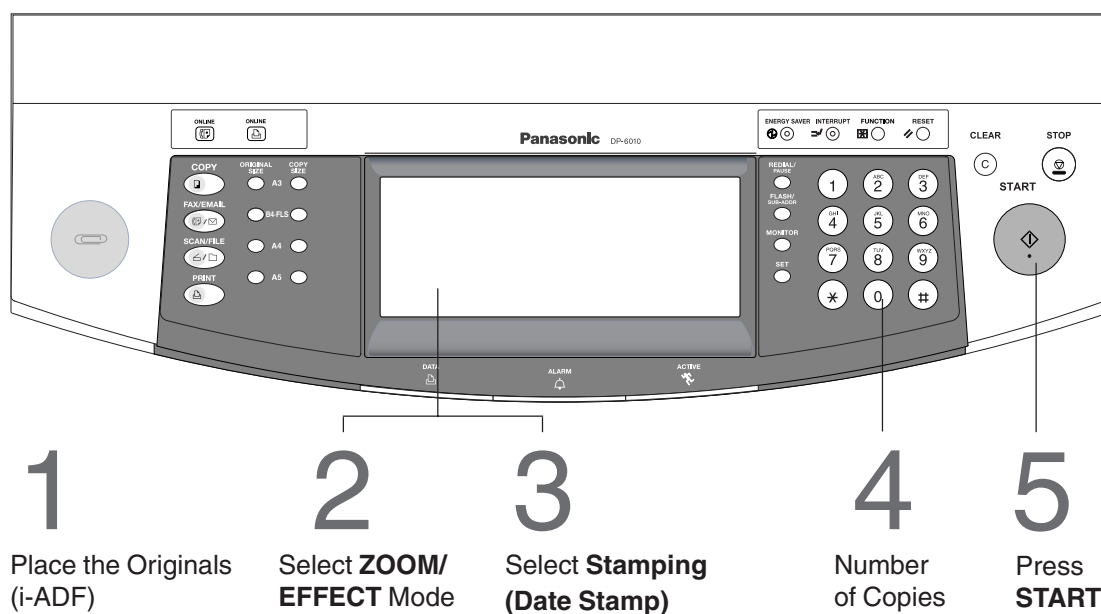
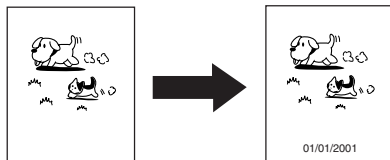
\* The page numbering format can be changed in function mode.  
(See page 63)

- The i-ADF is required for Page Numbering.
- To reset each mode menu, touch the **CANCEL** button on the touch panel.

## Stamping (Date Stamp)

### ■ Feature

The date can be automatically printed on each page.



- ① Select the Orientation.
- ② Select the Layout for print date.
- ③ Select the date for stamp.
- ④ Touch the **OK** button.

### NOTE

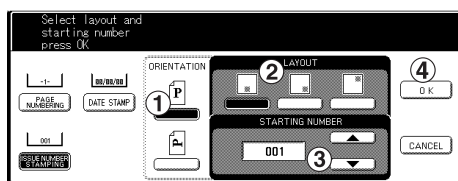
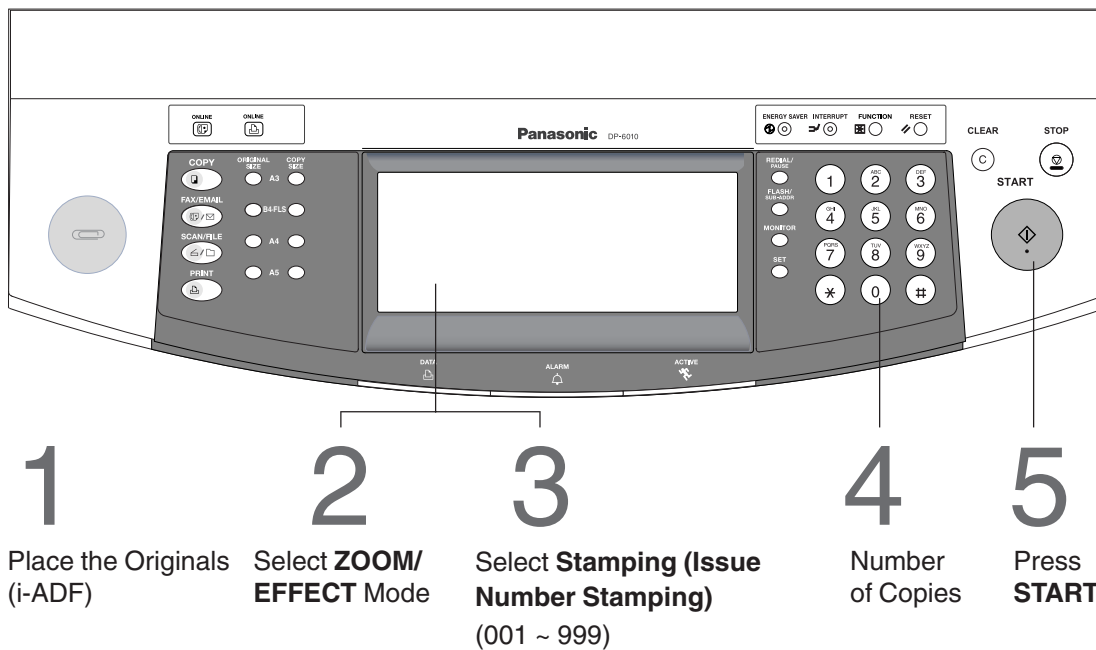
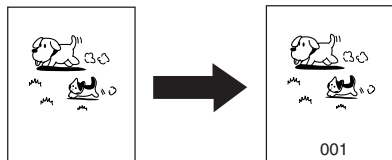
- The i-ADF is required for Data Stamp.
- To reset each menu mode, touch the **CANCEL** button on the touch panel.

## Zoom/Effects

### Stamping (Issue Number Stamping)

#### ■ Feature

The issue number can be automatically printed on each page.



- ① Select the Orientation.
- ② Select the Layout for print Issue Number.
- ③ Select the starting Issue Number for stamp.
- ④ Touch the **OK** button.

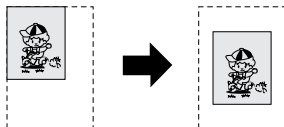
#### NOTE

- The i-ADF is required for Issue Number Stamping.
- To reset each menu mode, touch the **CANCEL** button on the touch panel.
- Multiple copy sets will be sorted automatically.

## Centering/Image Repeat/Inverse Copy

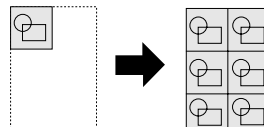
### Centering

Copy image can be centred automatically on selected paper.



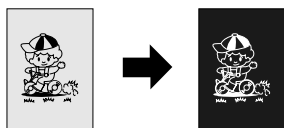
### Image Repeat

Create continuous copy image on one sheet.

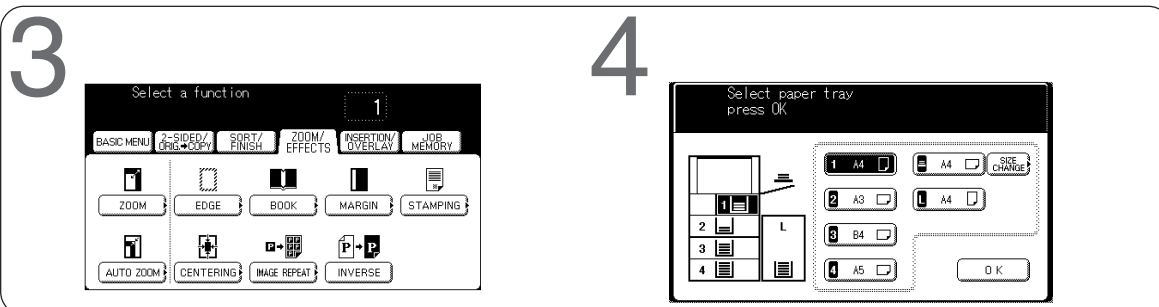
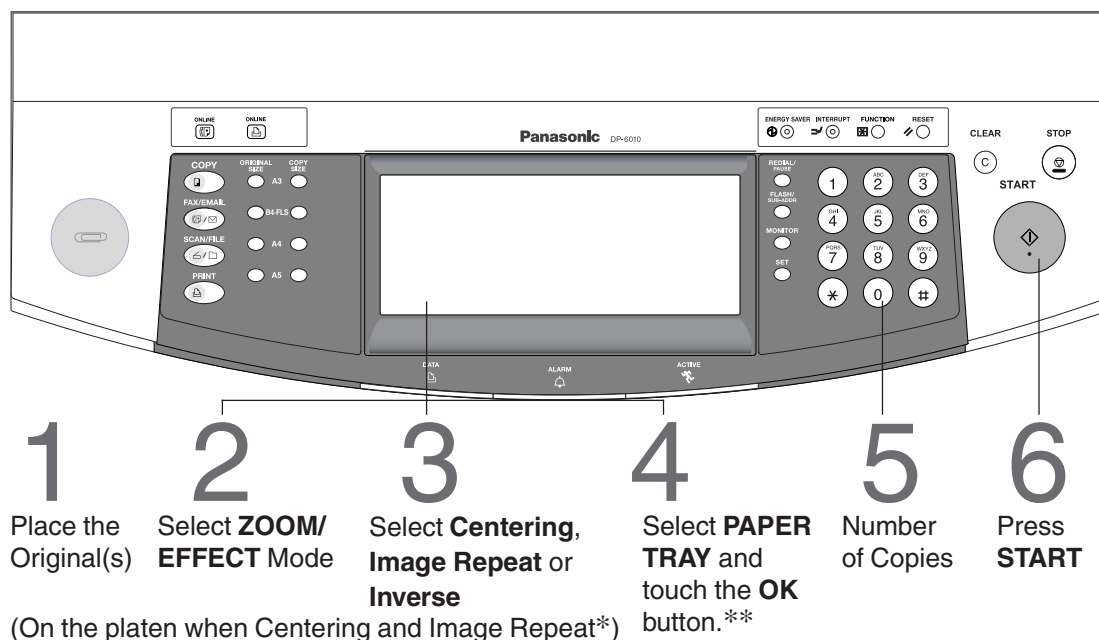


### Inverse

Negative/Positive image can be made for interesting effects.



### Procedure



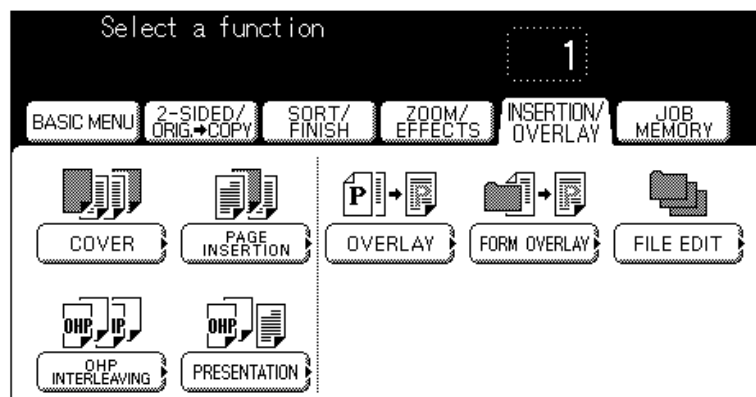
### NOTE

- \* In Centering and Image Repeat mode, make copies with i-ADF open. Remove the originals from the i-ADF before selecting the Centering and Image Repeat mode.
- \*\* When in Inverse mode, this step is not needed.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during the Centering and Image Repeat mode. Also an image which the copier interprets as a black pattern in the Centering and Image Repeat modes.

# Insertion/Overlay

## Insertion/Overlay Button

### ■ Initial Screen



- Touch the desired button to select a function.

<b>COVER</b>	Adds cover page(s) to the copies.	(See page 47)
<b>PAGE INSERTION</b>	Inserts paper(s) between the copies.	(See page 48)
<b>OHP INTERLEAVING</b>	Inserts paper between OHP film.	(See page 49)
<b>PRESENTATION</b>	Inserts paper between OHP film and make copy Sets for hand-outs.	(See page 50)
<b>OVERLAY</b>	Overlays a second image onto the first by using a second original or a file stored in memory.	(See page 51)
<b>FILE EDIT</b>	Edits file of form overlay including registration, erase and title edit.	(See page 52)
<b>FORM OVERLAY</b>	Overlays a image onto the file stored in memory.	(See page 53)

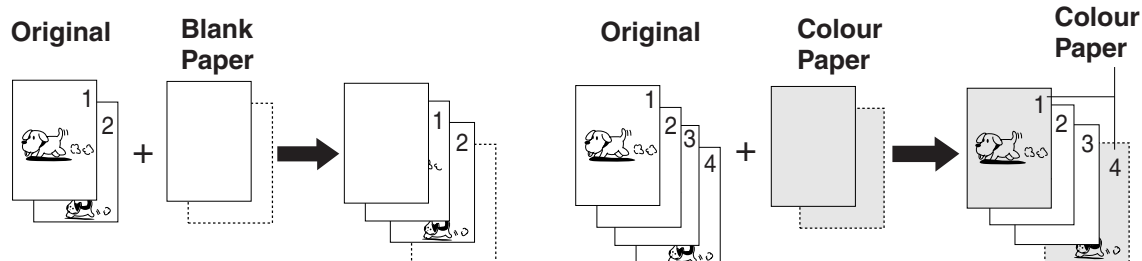
#### NOTE

- To reset **INSERTION/OVERLAY**, press the **RESET** key.
- The i-ADF is required for **PAGE INSERTION/OVERLAY**.

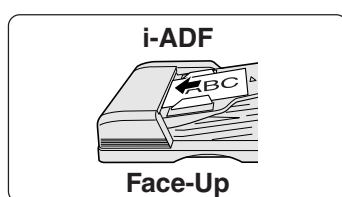
## Cover

### ■ Cover

Adds cover page(s) to the copies.

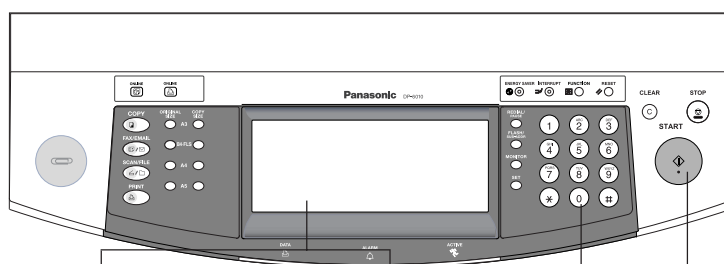


### ■ Procedure



1

Place the Originals  
(Up to 70; 80 g/m<sup>2</sup> paper)



2

Select **INSERTION/ OVERLAY** mode and select **Cover** mode

3

Select Blank/Copy and select **PAPER TRAY**

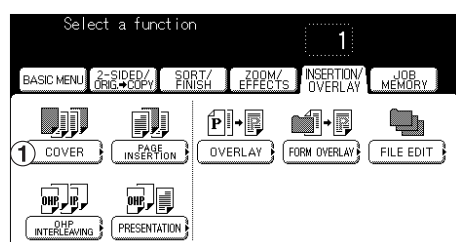
4

Number of Copies

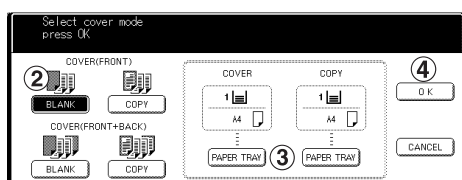
5

Press **START**

3



① Select **COVER** mode.



② Select **BLANK/COPY** with Front or Front + Back.

③ Select **PAPER TRAY**.

④ Touch the **OK** button.

### NOTE

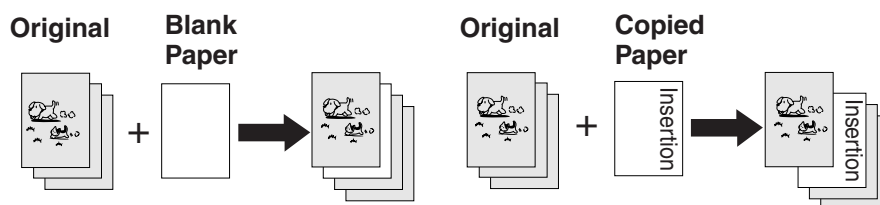
● To reset each menu mode, touch the **CANCEL** button on the touch panel.

## Insertion/Overlay

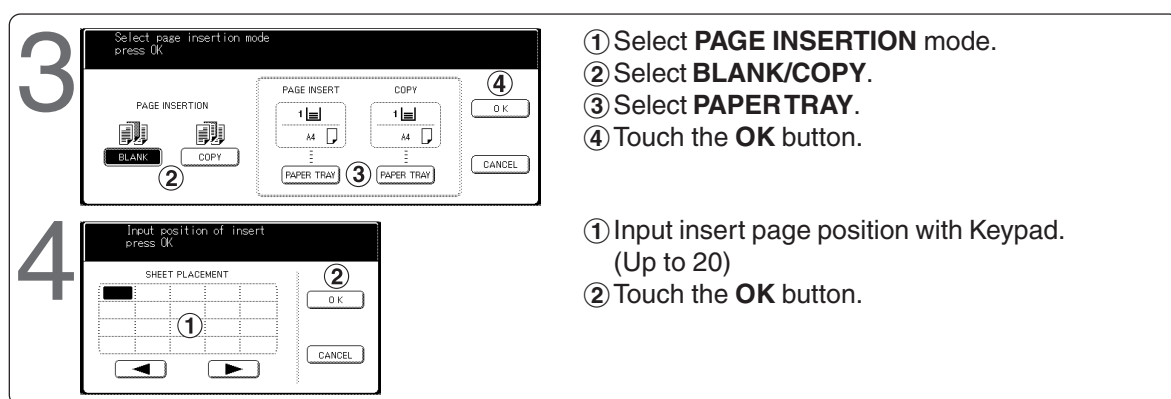
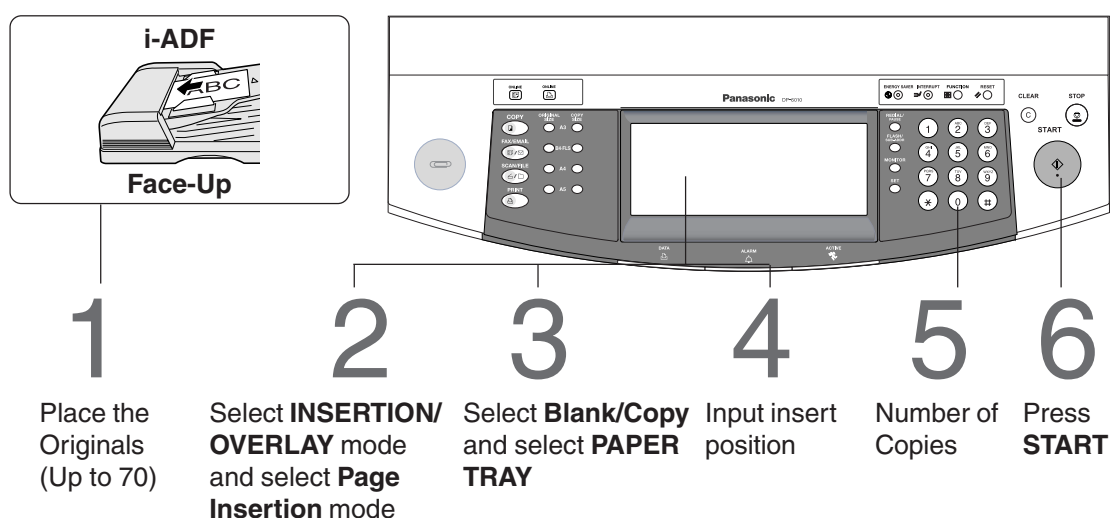
### Page Insertion

#### ■ Page Insertion

Insert paper between the copies.



#### ■ Procedure



#### NOTE

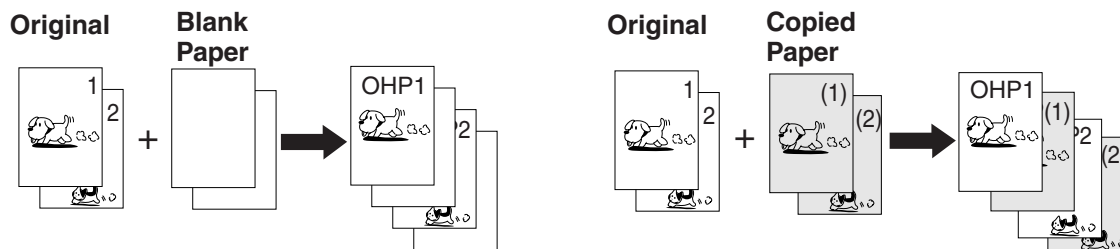
- To reset each menu mode, touch the **CANCEL** button on the touch panel.



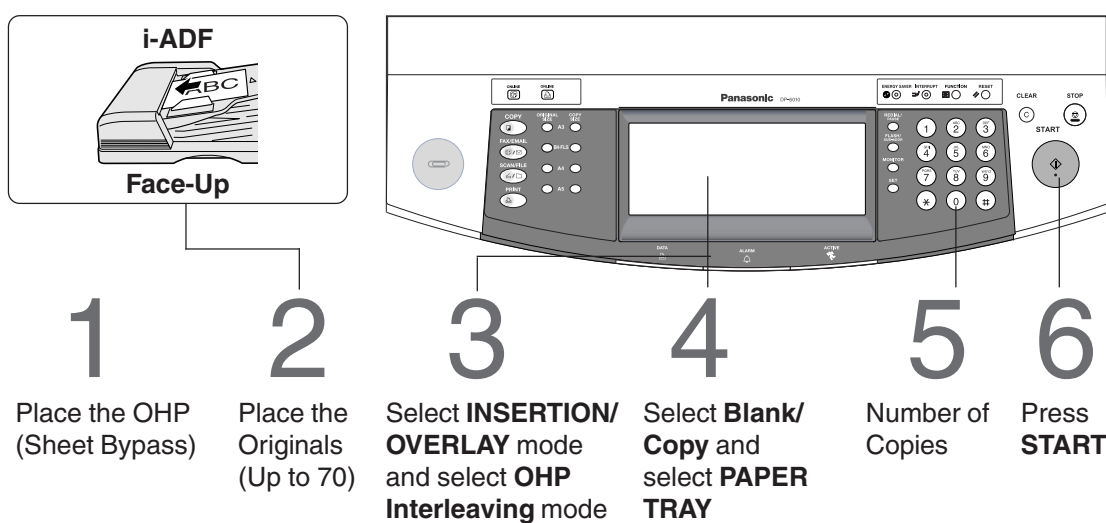
## OHP Interleaving

### ■ OHP Interleaving

Inserts paper between OHP film.



### ■ Procedure



# 4

Select interleaving mode press OK

OHP INTERLEAVING

BLANK COPY

②

OHP PAGE INSERT

AM AM

③ PAPER TRAY

④ OK

CANCEL

① Select **OHP INTERLEAVING** mode.

② Select **BLANK/COPY**.

③ Select **PAPER TRAY**.

④ Touch the **OK** button.

### NOTE

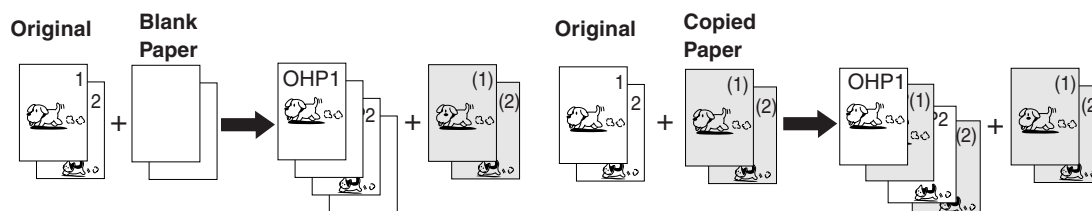
- To reset each menu mode, touch the **CANCEL** button on the touch panel.
- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorised Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)

## Insertion/Overlay

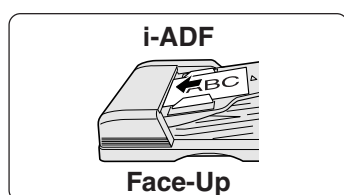
### Presentation

#### ■ Presentation

Inserts paper between OHP film and make copied sets for hand-outs.



#### ■ Procedure



- 1 Place the OHP (Sheet Bypass)
- 2 Place the Originals (Up to 70)
- 3 Select **INSERTION/ OVERLAY** mode and select **Presentation** mode
- 4 Select **Blank/ Copy** and select **PAPER TRAY**
- 5 Number of Copies
- 6 Press **START**

4

Select presentation mode press OK

PRESENTATION

BLANK INSERT (2)

COPY INSERT

OHP

A4

PAGE INSERT

A4

COPY

A4

PAPER TRAY (3)

PAPER TRAY

OK (4)

CANCEL

① Select **PRESENTATION** mode.

② Select **BLANK/COPY**.

③ Select **PAPER TRAY**.

④ Touch the **OK** button.

#### NOTE

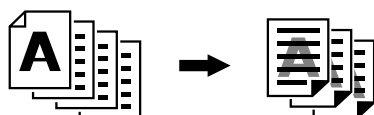
- To reset each menu mode, touch the **CANCEL** button on the touch panel.

## Overlay

### ■ Overlay

Overlays a second image onto the first by using a second original.

#### 1st-page



### ■ Procedure

**i-ADF**

**Face-Up**

**1**

Place the  
Originals  
(Up to 70)

**2**

Select **INSERTION/  
OVERLAY** Mode

**3**

Select **Overlay**  
Mode

**4**

Number of  
Copies

**5**

Press **START**

**6**

After the overlay  
is copied, confirm  
whether you want  
to store it in the  
machine

**3**

① Adjust the density (transparency) of the page being produced using the **LIGHTER** and **DARKER** buttons.

② Touch the **OK** button.

---

**6**

① If you **DO NOT** want to store the overlay image into memory for later use, touch **NO**.

② If you **DO** want to store the overlay image into memory for later use, touch **YES**.

### ATTENTION

- Do not turn Off the power switch if the file has been stored, otherwise the file will be erased.

### NOTE

- Only A4 sized originals can be stored as a file.
- When storing the new file, new file will overwrites on the stored file.
- A registered file can be erased by File Edit mode. (See page 52)
- When selecting Overlay in 2-sided copy mode, the first page of the original will be copied to 1-sided.

## Insertion/Overlay

### File Edit

#### ■ File Edit

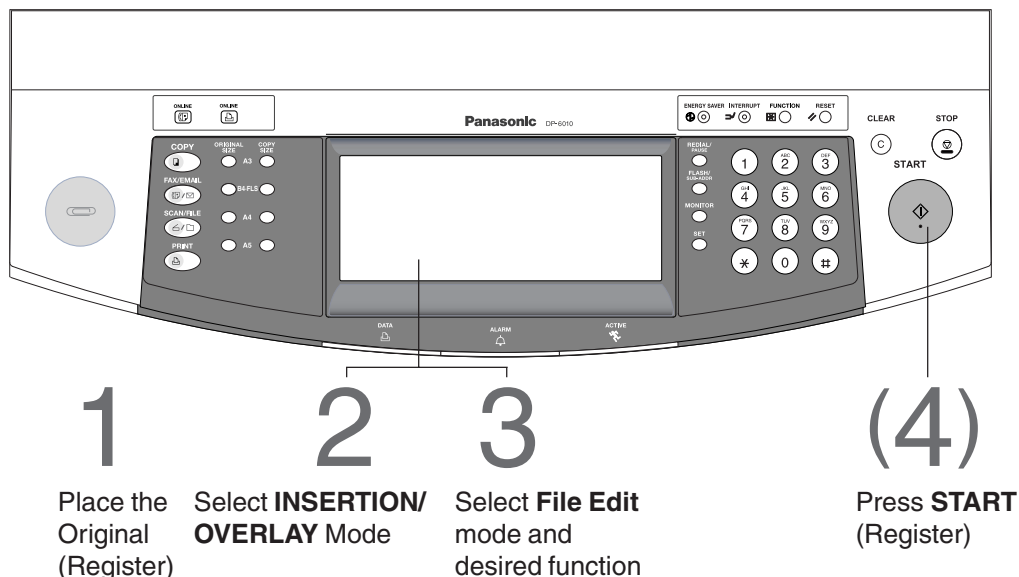
There are three File Edit available in the Form Overlay function.

**Register:** To Add a new file

**Erase:** To Erase a registered file

**Title Edit:** To Change the title of a file

#### ■ Procedure



File Key

**REGISTER\***

- ① Touch each **File Key** then, touch the **REGISTER** button.
- ② Set the registered density.
- ③ Press **Start**.
- ④ Touch the **OK** button to confirm registration.
- ⑤ Input the file name by using the QWERTY keyboard then touch the **OK** button. Refer to entering the station name of the Network Scanner. (See page 98)

**ERASE**

- ① Select the **File Key** to erase.
- ② Touch the **ERASE** button.
- ③ Touch the **OK** button.

**FILE NAME EDIT**

- ① Select the **File Key** to edit.
- ② Touch the **FILE NAME EDIT** button.
- ③ Change the file name by using the QWERTY keyboard then touch the **OK** button. Refer to entering the station name of the Network Scanner. (See page 98)
- ④ Touch the **OK** button.

#### NOTE

\* Up to 5 image files can be registered. If the selected File Key already contains a registered file image, the new image will over-write the current image.

● Function to select the file is only available when the optional Hard Disk Drive (DA-HD60) is installed.

## Form Overlay

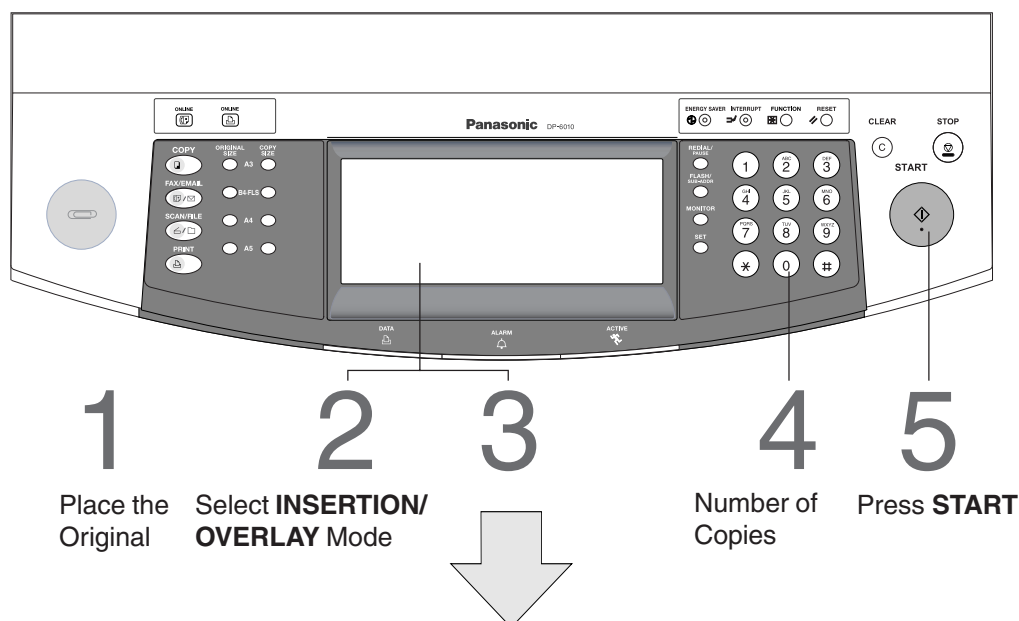
### ■ Form Overlay

Overlay an image stored in memory onto the copier.

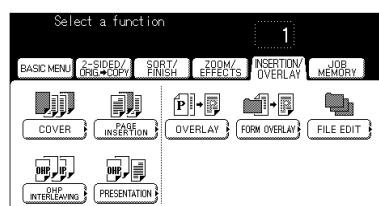
#### File



### ■ Procedure



### 3 Select **Form Overlay** mode



#### Select Overlay file

- ① Select file in memory.
- ② Touch the **OK** button.

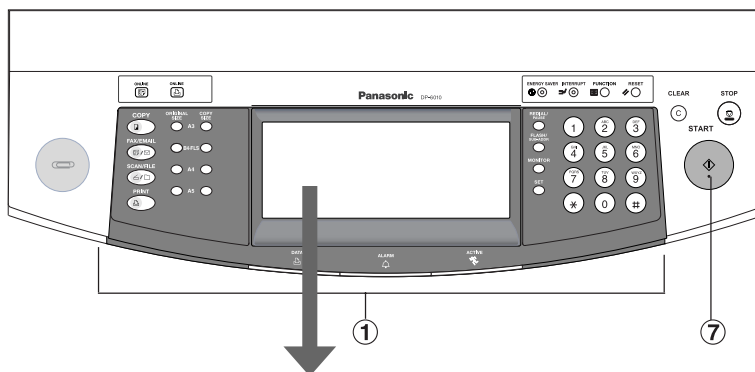


#### NOTE

- Function to select the files is only available when the optional Hard Disk Drive (DA-HD60) is installed.  
When the optional Hard Disk Drive is not used, selectable file is only one file.
- When the image is not available in the memory to overlay, Form Overlay function will not be selectable.

# Job Memory

- Five Copy Jobs can be stored in Memory (M1 to M5) for recall at a later time.



### To store a job in memory

- ① Set up the copy job to be stored in memory, by first selecting each function you wish the copier to perform.
- ② Touch the **JOB MEMORY** button.
- ③ Touch the **Memory in** button. ( )
- ④ Touch the **M1, M2, M3, M4 or M5** button.

### To recall a job stored in memory

- ⑤ Touch the **JOB MEMORY** button.
- ⑥ Touch the **M1, M2, M3, M4 or M5** button.
- ⑦ Press **START**.

When touching the M1, M2, M3, M4, or M5 button, recalled job stored in memory will be display at the job setting area.

## NOTE

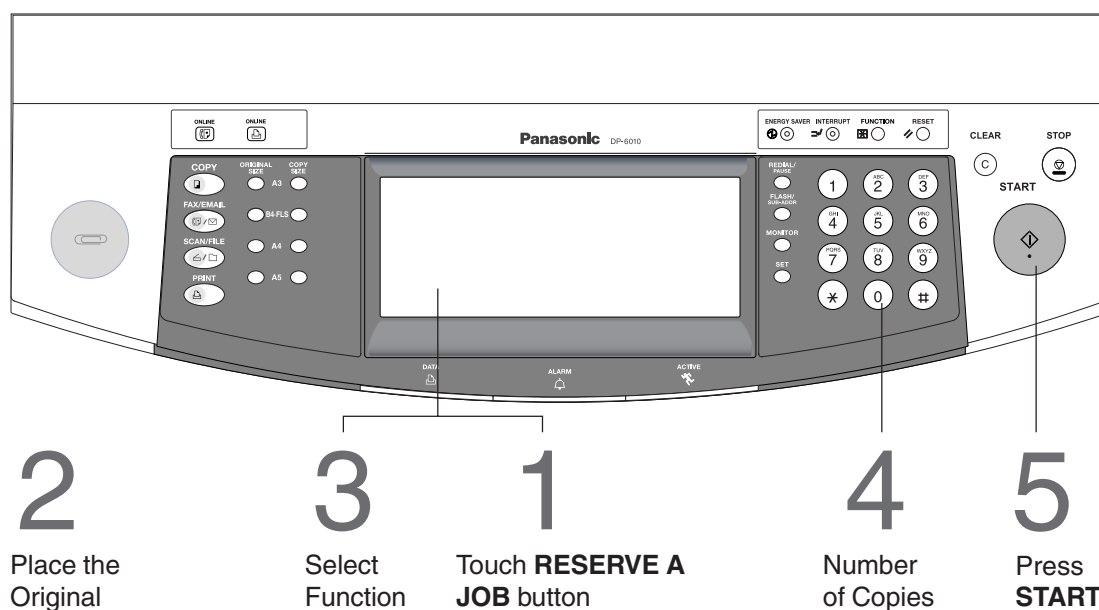
- **JOB MEMORY** mode will not be deleted even if the power switches are turned Off.
- When storing a new job into a programmed memory location, the previously stored job will be overwritten and erased.
- M1, M2 can use as manual skyshot mode by setting user function mode.

# Other Features

## Concurrent Copying

### ■ Concurrent Copying (Requires the optional Hard Disk Drive/DA-HD60 to be installed)

Next copy job can be reserved even if the current copy job is not completed, as long as the scanning was completed.



### ■ Procedure

Copy in progress (NO. 123) 456

① Start Current copy.

Copy in progress (NO. 123)  
select copy job 443 RESERVE A JOB

② Complete scanning of current copying.

Select copy job 1 RESERVE A JOB

③ Touch **Reserve a Job** button.

Copy in progress (NO. 123)  
Scanning (NO. 1) 1

④ Job set and press **START**.

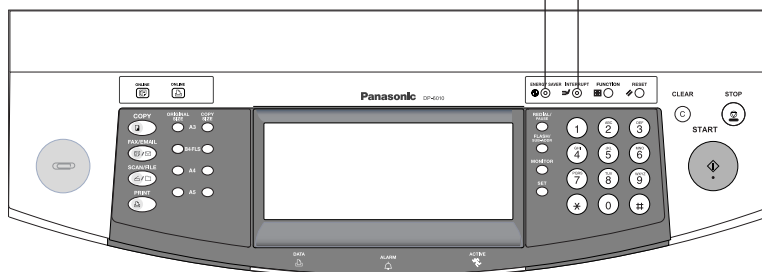
#### NOTE

- Printing Jog Waiting List can be confirmed with Job Queue. (See page 25)
- Completion notice setting can be made with Completion Notice function. (See page 26)

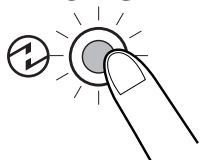
## Other Features

### Energy Saver/Interrupt

ENERGY SAVER Key INTERRUPT Key



#### ENERGY SAVER



■ These modes can save power while the copier is not in use.

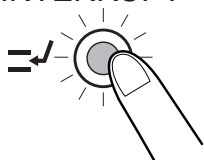
#### Energy Saver Mode

- ① To enter this mode.  
Press the **ENERGY SAVER** key or the copier will automatically enter the Energy Saver Mode after 15 minutes from the last copy. The indicator will flash.
- ② To cancel this mode and make copies.  
Press the **ENERGY SAVER** key again.

#### Sleep/Auto Off Mode\*

- ① Automatically enters the Sleep/Auto Off Mode after 90 minutes from the last copy. The copier power will drop and the indicator will light.
- ② To make copies, press the **ENERGY SAVER** key.

#### INTERRUPT



#### Interrupt Mode

- This mode can interrupt other copy jobs while making copies.
- ① Touch the **INTERRUPT** key, the indicator will light.
  - ② Make another copy job.
  - ③ Touch the **INTERRUPT** key again to continue the original job.

#### NOTE

- Energy saver time (15 minutes) and Sleep/Auto Off time (90 minutes) can be changed by the key operator. (See page 67)
- Sleep Mode and Auto Off Mode can be selected by the key operator. (See page 70)

Modes	Power Consumption	Warm Up Time
Normal Operation	Approximately 240 Wh (6010) Approximately 210 Wh (4510) Approximately 160 Wh (3510)	N/A
Energy Saver Mode	Approximately 180 Wh (6010) Approximately 170 Wh (4510)	Min. 30 sec. recovery (6010/4510)
Sleep Mode	Approximately 20 Wh	180 sec. recovery (6010/4510) 30 sec. recovery (3510)
Auto Off Mode	Approximately 4 Wh (Approximately 3 Wh, for DP-3510 and except Europe)	180 sec. recovery (6010/4510) 30 sec. recovery (3510)

\* The machine will not go into Sleep Mode when the Weekly Timer is selected.



## Skyshot Mode

- **Skyshot allows copying a manuscript without generating dark borders even if the platen cover or ADF is opened.**

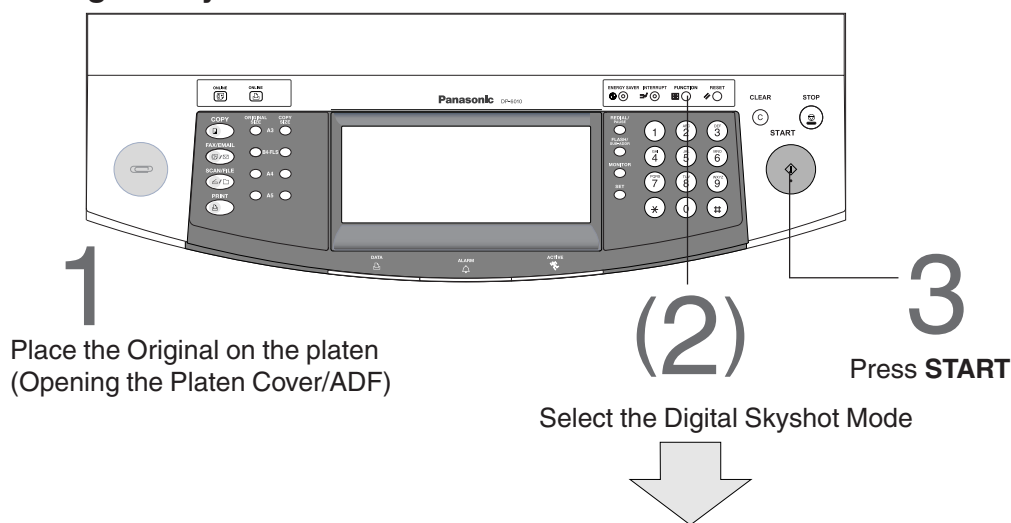
Skyshot mode eliminates dark borders around the originals, and is especially convenient for copying small-sized originals like bank checks or documents with unusual shapes (round, oval, etc.). These documents can be reproduced without generating any unnecessary black areas simply by making a copy with the cover open.

Two types of Skyshot modes can be selected;

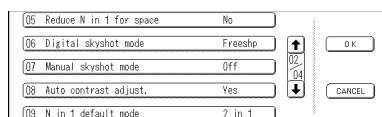
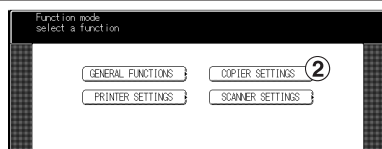
Digital Skyshot Mode : The scanning area (size) is not pre-determined.

Manual Skyshot Mode : The scanning area (size) is pre-registered into memory (M1 and M2) in advance. (See page 72)

### ■ Digital Skyshot Mode



The Digital Skyshot has been 2 modes ( or ).  
The default setting of Digital Skyshot Mode is "None".  
Before using this mode, select each setting by using the Function setting.



- ① Press the **FUNCTION** Key.
- ② Touch the **COPIER SETTINGS** button.
- ③ Touch the **↓** button to advance to the **02/04** Display Screen of Copier Settings menu.
- ④ Touch the **06 Digital skyshot mode** button.
- ⑤ Select the desired function and touch the **OK** button.

#### 06 Digital skyshot setting

**No** : None

**Freeshp (Free shape)** : Copy is made with slant.

**Parallel** : Copy is made to parallel.  
(within 5 degrees)

### NOTE

- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

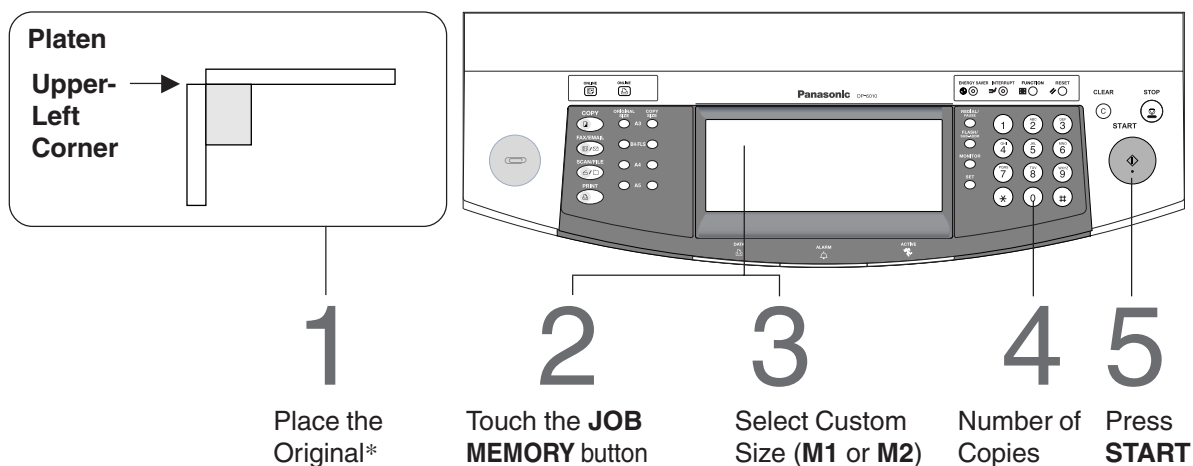
## Other Features

### Skyshot Mode

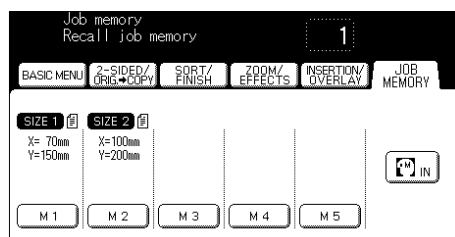
#### Manual Skyshot Mode

When using this function, the custom size should be registered into memory (M1, M2) in advance.

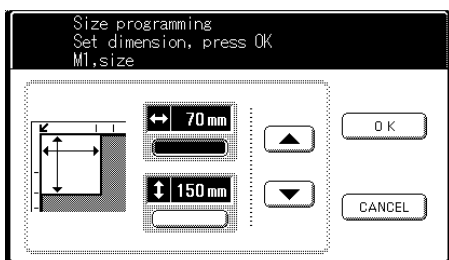
- Set 07 Manual Skyshot Mode in Copier Settings first. (See page 53)



2-3



#### Changing the default M1/M2 size



This setting should be carried out by a Key Operator.

- ① Select the **COPIER SETTINGS** in Function Setting mode.  
(See page 68)
- ② Touch the **▲▼** buttons to advance to the **04/04** Display Screen of Copier Settings menu.
- ③ Touch the **19 Set key operator code** button.
- ④ Enter the Key Operator's ID Code and then press the **OK** button.
- ⑤ Touch the **▲▼** buttons to advance to the **03/05** Display Screen.
- ⑥ Select **12 M1, size** and **13 M2, size** and enter the original's size.
- ⑦ Touch the **OK** button.

#### NOTE

- \* If using i-ADF, place original on the centre position of ADF Tray. The i-ADF tray can be fed only 50 -105 g/m<sup>2</sup> plain paper.
- When changing the **M1** or **M2 Size**, consult with the key operator.
- When using the manual skyshot mode, the **M1** and **M2** are turned On and other job memory cannot be used.
- To reset the manual skyshot mode, press the **RESET** key.

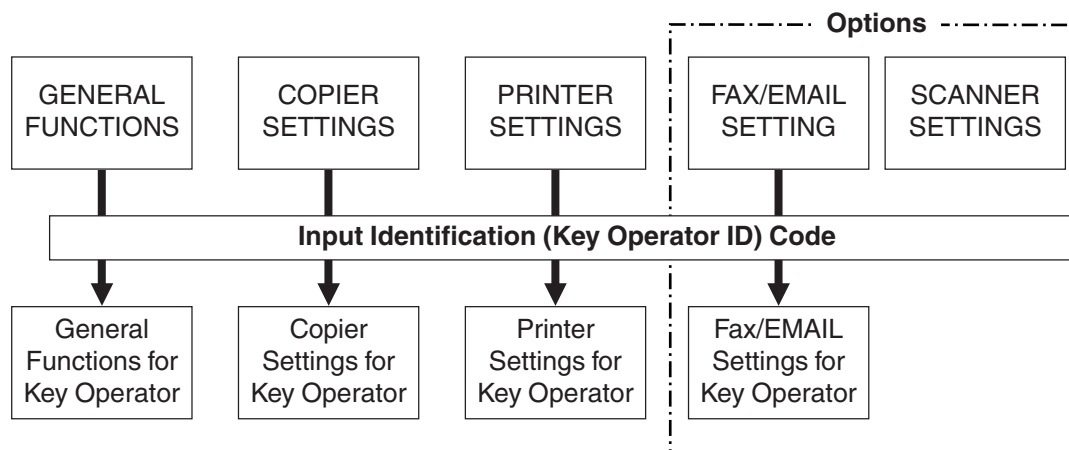
# Combined Function Table

Next Selections  First Selections		2-SIDED/ORIG. → COPY								SORT/ FINISH								ZOOM/ EFFECTS								INSERTION/ OVERLAY								Others							
		1 → 2	2 → 1	2 → 2	Book → 2	2 Page	N in 1	Booklet	Multi-Size Feeding	SADF	Sort	Shift-Sort	Rotate-Sort	Staple-Sort	Shift-Group	Rotate-Group	Non-Sort	Punch	Zoom	Auto Zoom	Edge	Book	Margin	Stamping	Image Repeat	Centering	Inverse	Cover	Insertion	OHP Interleaving	Presentation	Overlay	Form Overlay	Interrupt	Proof Copy	Tandem Copy	Manual Skyshot	Digital Skyshot			
2-SIDED/ORIG. ↑ COPY	1 → 2	A	A	A	A	A	A	A	X	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	X	X	○	○	○	○	A	A	○	○	○	A	○	○	A	○	
	2 → 1	A	A	A	A	A	A	A	X	X	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	○	○	○	○	○	○	○	A	○	○	A	X		
	2 → 2	A	A	A	A	A	A	A	X	X	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	○	○	○	○	○	○	○	A	○	○	A	X		
	Book → 2	A	A	A	A	A	A	A	X	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	A	A	A	X	X	A	○	○	A	○				
	2 Page	A	A	A	A	A	A	A	X	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	A	A	A	X	X	A	○	○	A	○				
	N in 1	A	A	A	A	A	A	A	X	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	A	A	A	○	○	A	○	○	A	X				
	Booklet	A	A	A	A	A	A	A	X	○	X	X	X	X	X	X	X	X	X	X	○	X	X	X	X	X	○	A	A	A	X	X	A	○	○	A	X				
	Multi-Size Feeding	X	X	X	X	X	X	X	R	X	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	A	A	A	X	X	A	○	○	A	X				
	SADF	○	A	A	○	○	○	○	X	R	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	A	A	A	○	○	A	○	○	A	X			
SORT/ FINISH	Sort	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	○	○	A	○	○	A	○		
	Shift-Sort	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	○	○	A	○	○	A	○		
	Rotate-Sort	○	○	○	○	○	○	A	○	○	A	A	A	A	A	A	A	X	○	○	○	○	○	○	○	○	○	○	○	A	○	○	○	○	A	○	○	A	○		
	Staple-Sort	○	○	○	○	○	○	A	○	○	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	○	○	A	○	○	A	○		
	Shift-Group	○	○	○	○	○	○	A	○	○	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	A	A	A	○	○	A	○	○	A	○			
	Rotate-Group	○	○	○	○	○	○	A	○	○	A	A	A	A	A	A	A	X	○	X	○	○	○	○	○	X	X	○	A	A	A	○	○	A	○	○	A	X			
	Non-Sort	○	○	○	○	○	○	A	○	○	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	A	A	○	○	○	A	○	○	○	○			
	Punch	○	○	○	○	○	○	A	○	○	○	○	X	○	○	○	○	R	○	○	○	○	○	○	○	○	○	○	○	A	○	○	○	○	A	○	○	A	○		
ZOOM/ EFFECTS	Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	A	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	A	○		
	Auto Zoom	○	A	A	A	A	A	A	A	○	○	○	○	○	○	X	○	○	○	A	X	X	X	X	○	○	○	○	A	A	A	A	A	A	○	○	A	○			
	Edge	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	X	A	○	○	○	A	X	○	○	○	○	○	○	○	○	A	○	○	A	○		
	Book	○	○	○	○	○	X	X	○	○	○	○	○	○	○	○	○	○	○	X	○	A	○	○	A	X	○	○	○	○	○	○	○	○	A	○	○	A	○		
	Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	X	○	○	○	A	X	○	○	○	○	○	○	○	○	○	A	○	○	A	○		
	Stamping	○	○	○	X	X	○	X	○	○	○	○	○	○	○	○	○	○	○	X	○	○	○	A	A	X	○	○	○	○	○	○	○	○	A	○	○	A	X		
	Image Repeat	A	A	A	A	A	A	A	A	○	○	○	○	○	○	X	○	○	○	○	X	X	X	X	R	A	○	A	A	A	A	A	A	A	○	○	A	○			
	Centering	○	A	A	A	A	A	A	A	○	○	○	○	○	○	X	○	○	○	○	X	X	X	X	A	R	○	A	A	A	A	A	A	○	○	A	○				
	Inverse	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	R	○	○	○	○	○	○	A	○	○	A	○		
INSERTION/ OVERLAY	Cover	○	○	○	X	X	X	X	X	○	○	○	○	X	X	X	○	○	X	○	○	○	○	○	X	X	○	A	○	A	○	○	○	A	○	X	A	X			
	Insertion	○	○	○	X	X	X	X	X	○	○	○	○	X	X	X	○	○	X	○	○	○	○	○	X	X	○	○	A	A	A	○	○	A	○	X	A	X			
	OHP Interleaving	X	○	X	X	X	X	X	X	X	X	X	X	X	X	X	○	X	X	○	○	○	○	○	X	X	○	A	A	A	○	○	A	○	X	A	X				
	Presentation	X	X	X	X	X	X	X	X	○	○	○	○	X	X	X	○	○	X	○	○	○	○	○	X	X	○	A	A	A	○	○	A	○	X	A	X				
	Overlay	○	○	○	X	X	○	X	○	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	○	○	○	○	○	A	A	X	X	A	○			
	Form Overlay	○	○	○	X	X	○	X	○	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	X	X	○	○	○	○	○	○	A	A	X	X	A	○			
Others	Interrupt	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	X	X	R	○	○	X	○			
	Proof Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	R	A	○				
	Tandem Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	X	X	X	X	X	A	X	A	○	○				
	Copy Reservation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	X	○	○				
	Manual Skyshot	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	○	○	○	○	X	X	○	X	X	X	X	X	X	A	○	○	A	X			
	Digital Skyshot	○	X	X	○	○	X	X	X	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	X	○	○	○	X	X	X	○	○	A	○	○	A	A			

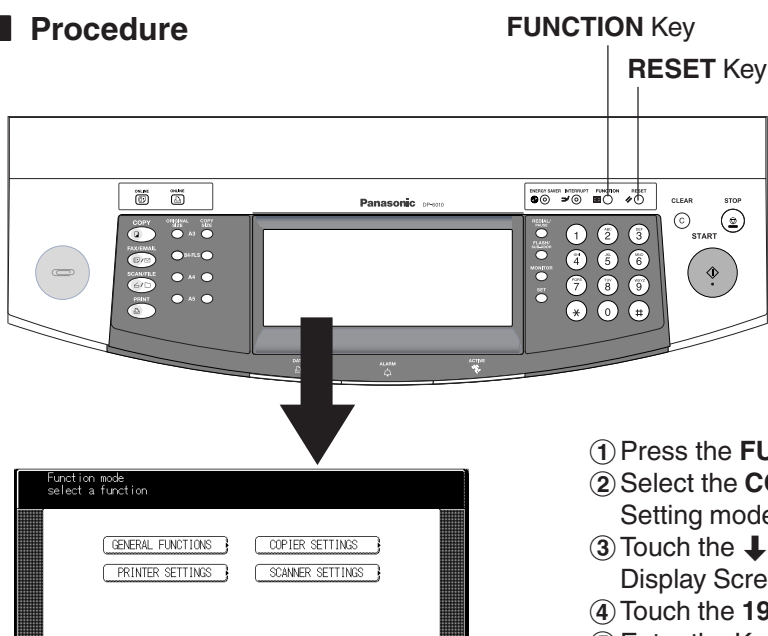
- : Possible Combined Functions.
- X : Unavailable Combined Functions.
- A : Next Selection is Carried Out.
- R : When the same function is selected twice, the second selection is ignored.

# Function

## ■ Using Function Modes to change the Initial Copy Modes



## ■ Procedure



- ① Press the **FUNCTION** Key.
- ② Select the **COPIER SETTINGS** in Function Setting mode. (See page 62)
- ③ Touch the **↓** button to advance to the **04/04** Display Screen of Copier Settings menu.
- ④ Touch the **19 Set key operator code** button.
- ⑤ Enter the Key Operator's ID Code and then press the **OK** button.
- ⑥ Follow the on screen instructions.
- ⑦ After setting, touch the **OK** button on the Display Panel.
- ⑧ Press the **RESET** key, then exit the Function mode.

### NOTE

- Please refer to each operating instructions for options function settings.

## GENERAL FUNCTIONS

### ■ Using Function Modes to Change the Initial Machine Modes

00 Power on default mode COPY

01 Manual add toner

02 Sort memory status Off

03 Departmental counter

04 Set key operator code

01

OK

CANCEL

Screen No.	Modes	Function	Initial Setting
01/01	00 Power on default mode	Selects mode. ● Copy, Printer, Scanner	Copy
	01 Manual add toner	Adds toner manually. ● Off, On	
	02 Sort memory status	Indicates the sorting memory status. ● Off, On	Off
	03 Department counter	Indicates the department counter.	Consult with an authorised service dealer
	04 Set key operator code	Input the Key Operator ID code.	

## Function

### COPIER SETTINGS

#### ■ Using Function Modes to change the Initial Copy Modes

00 Margin value default	10 mm	<div> <div>↑</div> <div>01/04</div> <div>↓</div> </div> <div>OK</div> <div>CANCEL</div>
01 Edge value default	5 mm	
02 Book value default	20 mm	
03 Margin reduction def.	No	
04 2-sided mode default	No	

05 Reduce N in 1 for space	No	<div> <div>↑</div> <div>02/04</div> <div>↓</div> </div> <div>OK</div> <div>CANCEL</div>
06 Digital skyshot mode	Freeshp	
07 Manual skyshot mode	Off	
08 Auto contrast adjust.	Yes	
09 N in 1 default mode	2 in 1	

Screen No.	Modes	Function	Initial Setting
01/04	00 Margin value default	Selects the margin shift value. ● 5 mm, 10 mm, 15 mm, 20 mm	10 mm
	01 Edge value default	Selects the edge width. ● 5 mm, 10 mm, 15 mm, 20 mm	5 mm
	02 Book value default	Selects the book void width. ● 15 mm, 20 mm, 25 mm, 30 mm	20 mm
	03 Margin reduction default	Selects the reduction ratio in margin mode. ● No, Yes	No
	04 2-sided mode default	Function sets the duplex priority mode. ● No, 1 to 2, 2 to 2, Book to 2	No
02/04	05 Reduce N in 1 for space	Selects whether to disable edge deletion. ● No, Yes	No
	06 Digital skyshot mode	Enables or disables the use of Skyshot mode. ● No, Freeshp, Parallel	Freeshp
	07 Manual skyshot mode	Enables or disables the use of Manual Skyshot. ● Off, M1 On, M2 On, M1&M2 On	Off
	08 Auto contrast adjustment	Automatically adjusts the copy density for text and photographic originals. ● No, Yes	Yes
	09 N in 1 default mode	Selects the N in 1 default mode. ● 2 in 1, 4 in 1, 8 in 1	2 in 1

## ■ Using Function Modes to change the Initial Copy Modes

10				
11	Booklet default mag.	Reduce	↑	OK
12	Sort mode def. ADFcopy	Sort	03/04	
13	Sort mode def. FBcopy	Non-sort	↓	CANCEL
14	Staple position setting	Portrait		

15	Stamping default mode	Page		
16	Page numbering style	-n-	↑	OK
17	Hole punch default	Off	04/04	
18	Img. repeat dotted line	Print	↓	CANCEL
19	Set key operator code			

Screen No.	Modes	Function	Initial Setting
03/04	11 Booklet default magnification	Selects the booklet magnification. ● 100 %, Reduce	Reduce
	12 Sort mode default ADF copy	Selects the sort mode. ● Non-sort, Sort, Staple-sort, Shift-Group	Sort
	13 Sort mode default FB copy	Selects the sort mode. ● Non-sort, Sort, Staple-sort, Shift-Group	Non-sort
	14 Staple position setting	Selects the staple position. ● Landscape, Portrait	Portrait
04/04	15 Stamping default mode	Selects the stamping mode. ● Page, Date, Issue	Page
	16 Page numbering style	Selects the page numbering style. ● -n-, n/m	-n-
	17 Hole punch default	Enables the hole punch mode. ● Off, On	Off
	18 Img. repeat dotted line	Selects the dotted line. ● None, Print	Print
	19 Set key operator code	Input Key Operator ID code.	

\*FB: Platen

## Function

### SCANNER SETTINGS

#### ■ Using Function Modes to change the Initial Scanner Modes

00	Original mode default	T/P	<div> <div>↑</div> <div>01/02</div> <div>↓</div> </div>	<div>OK</div> <div>CANCEL</div>
01	Compression mode def.	JBIG		
02	Resolution default	600dpi		
03	SADF mode	No		
04	Bind pos. 2-sided orig.	Longedge		

05	Add new address	<div> <div>↑</div> <div>02/02</div> <div>↓</div> </div>	<div>OK</div> <div>CANCEL</div>
06	Edit address book		
07	Delete address		
08	Scanner Settings Print		
09			

Screen No.	Modes	Function	Initial Setting
01/02	00 Original mode default	Sets the original setting. ● Text, T/P(Text/Photo), Photo	T/P
	01 Compression mode default	Sets the compression mode setting. ● MH, MR, MMR, JBIG	JBIG
	02 Resolution default	Sets the resolution setting. ● 150 dpi, 300 dpi, 600 dpi	600 dpi
	03 SADF mode	Sets the SADF mode setting. ● No, Yes	No
	04 Bind position, 2-sided original	Sets the bind position, 2-sided original setting. ● Longedge, Shortedge	Longedge
02/02	05 Add new address	To add new address. ● PC, DD, FTP	
	06 Edit address book	To edit address book. (See page 100)	
	07 Delete address	To delete address.	
	08 Scanner settings print	To print scanner settings print. ● Stop, Start	Stop



## PRINTER SETTINGS

### ■ Using Function Modes to change the Initial Printer Modes

00 Number of prints	1	<div>01/04</div> <div>OK</div> <div>CANCEL</div>
01 Paper size	A4	
02 Paper tray	Auto	
03 Print direction	Portrait	
04 Auto tray selection	On	

05 2-sided print	Off	<div>02/04</div> <div>OK</div> <div>CANCEL</div>
06 Bind position	Longedge	
07 Resolution	600X600	
08 Font (PCL)	0	
09 Symbol table (PCL)	11	

Screen No.	Modes	Function	Initial Setting
01/04	00 Number of prints	Sets the original setting. ● 1 ~ 999	1
	01 Paper Size	Sets the paper size setting. ● A3, B4, A4, B5, A5, LEDGER, LEGAL, LETTER, INVOICE, 8 × 13, 8.5 × 13	A4
	02 Paper Tray	Sets the paper tray setting. ● Auto, Bypass, Tray 1, Tray 2, Tray 3, Tray 4	Auto
	03 Print direction	Sets the print direction setting. ● Portrait, Landscape	Portrait
	04 Auto tray selection	Sets the auto tray setting. ● Off, On	On
02/04	05 2-sided print	Sets the 2-sided print setting. ● Off, On	Off
	06 Bind position	Sets the bind position. ● Longedge, Shortedge	Longedge
	07 Resolution	Sets the resolution setting. ● 1200 × 600, 600 × 600, 300 × 300	600 × 600
	08 Font (PCL)	Sets the font of PCL. ● 0 ~ 99	0
	09 Symbol table (PCL)	Sets symbol table (PCL). ● 0 ~ 35	11(PC-8)

## Function

### PRINTER SETTINGS

#### ■ Using Function Modes to change the Initial Printer Modes

10 Pitch (PCL)	10	<div> <div>↑</div> <div>03/04</div> <div>↓</div> </div> <div>OK</div> <div>CANCEL</div>
11 Point size (PCL)	12	
12 Lines/Page (PCL)	60	
13 Return character (PCL)	CR	
14 Mutual A4/LTR	Off	

15 Mailbox memory status		<div> <div>↑</div> <div>04/04</div> <div>↓</div> </div> <div>OK</div> <div>CANCEL</div>
16 Print data		
17		
18		
19 Set key operator code		

Screen No.	Modes	Function	Initial Setting
03/04	10 Pitch (PCL)	Sets pitch(PCL). ● 0.44 - 99.99	10
	11 Point size (PCL)	Sets point size(PCL). ● 4.00 - 999.75	12
	12 Lines/Page (PCL)	Sets lines/page(PCL). ● 5 - 123	60
	13 Return character (PCL)	Sets return character(PCL). ● CR, CR + LF	CR
	14 Mutual A4/LTR	Converts A4 to Letter automatically. ● Off, On	Off
04/04	15 Mailbox memory status	Indicates the memory status of mailbox. ● Memory, Box	
	16 Print data	Sets print data. ● Stop, Start	
	19 Set key operator code	Input the Key Operator ID code.	

## GENERAL FUNCTIONS for Key Operator

### ■ Input the Key Operator ID Code to change Settings

00 Paper size			
01 Auto reset time	1 min.	↑	OK
02 Power save mode timer	15	01/09	
03 Sleep/off mode timer	90	↓	CANCEL
04 Language default	English		

05 Special paper tray 1	None		
06 Special paper tray 2	None	↑	OK
07 Output Bin COPY	Upper	02/09	
08 Output Bin PRINTER	Bottom	↓	CANCEL
09 Output Bin FAX/EMAIL	Bottom		

Screen No.	Modes	Function	Initial Setting
01/09	00 Paper Size	Sets the paper size of each paper drawer.* ● A3, B4, A4, A4-R, B5, B5-R, A5, 8 × 13, 8.5 × 13, FLS2, Ledger, Legal, Letter, Letter-R, Invoice, AUTO**	Consult with an authorised service dealer
	01 Auto reset time	Selects the Control Panel reset time. ● None, 30 seconds, 1 min., 2 min., 3 min., 4 min.	1 min.
	02 Power save mode timer	Sets the Energy Saver mode and time. ● 1-240 minutes	15
	03 Sleep/off mode timer	Sets the Sleep/Auto off timer. ● None, 1-240 minutes	90 (DP-4510/6010) 15 (DP-3510)
	04 Language default	Selects the message language of the display.	English
02/09	05 Special paper tray 1	Sets the paper drawer for special paper (ex: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass, LCT	None
	06 Special paper tray 2	Sets the paper drawer for special paper (ex: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass, LCT	None
	07 Output Bin Copy	Sets the output bin. ● Upper, Bottom	Upper
	08 Output Bin Printer	Sets the output bin. ● Upper, Bottom	Bottom
	09 Output Bin FAX/E-MAIL	Sets the output bin. ● Upper, Bottom	Bottom

#### NOTE

- It is necessary to input the Key Operator ID code before changing items on this page.
- \* Only 3 kind of Paper Size (Letter, A4, B5) will be available when selecting Tray 1.
- \*\* "AUTO" Paper Size can be selected for Tray 2.

## Function

### GENERAL FUNCTIONS for Key Operator

#### ■ Input the Key Operator ID Code to change Settings

10 Auto paper out rotate	Off	<div>03/09</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
11 Beep sound in toh panel	Soft	
12 Original set beep sound	No	
13 Orig. set sound in ADF	Yes	
14 Dept. counter mode		

15 Fold position (A3/LDR)	0.0mm	<div>04/09</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
16 Fold position (B4)	0.0mm	
17 Fold position(A4/LTR-R)	0.0mm	
18		
19 Language sel. priority	Off	

Screen No.	Modes	Function	Initial Setting
03/09	10 Auto paper out rotate	Copier will automatically rotate image and print when selected paper tray is empty. ● Off, On	Off
	11 Beep sound in Touch Panel	Beep sound when touching the panel. ● Off, Soft, Loud	Soft
	12 Original set beep sound	Beep sound when original is set on the Platen. ● No, Yes	No
	13 Original set beep sound in ADF	Beep sound when original is set in the ADF. ● No, Yes	Yes
	14 Dept. counter mode	Monitors copy usage of each department. (1) Print usage of each department (2) Print limit of each department (3) ID code of each department	Consult with an authorised service dealer
04/09	15 Fold position (A3/LDG)	● -4 - +4 mm	0 mm
	16 Fold position (B4)	● -4 - +4 mm	0 mm
	17 Fold position (A4/LTR-R)	● -4 - +4 mm	0 mm
	19 Language select priority	● Off, On	Off

#### NOTE

- It is necessary to input the Key Operator ID code before changing items on this page.

## ■ Input the Key Operator ID Code to change Settings

20 Date time setting		<div>05/09</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
21 Weekly timer	Off	
22 DHCP default	Yes	
23 TCP/IP address		
24 TCP/IP subnet mask		

25 TCP/IP default gateway		<div>06/09</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
26 DNS server address	No	
27 Hard disk format		
28 Hard disk error check		
29		

Screen No.	Modes	Function	Initial Setting
05/09	20 Date time setting	Sets date time registered. ● Month, Day, Year, Time	
	21 Weekly-timer	Sets the weekly On/Off timer. ● Off, On	Off
	22 DHCP default	Sets the DHCP.** ● No, Yes	Yes
	23 TCP/IP address	Sets user IP address.** ● 3 digits × 4	
	24 TCP/IP subnet mask	Sets the subnet mask.** ● 3 digits × 4	
06/09	25 TCP/IP default gateway	Sets the gateway address.** ● 3 digits × 4	
	26 DNS server address	Sets the DNS server.** ● No, Yes	No
	27 Hard disk format	* Selects the hard disk format. ● Stop, Start	
	28 Hard disk error check	* Selects the hard disk error check. ● Stop, Start	

### NOTE

\* Not required in copying mode, but needed when installing options for advanced functions (see page 126).

\*\* When the No. 22 to 26 function is set, turn OFF and ON the Power Switch.  
● It is necessary to input the Key Operator ID code before changing items on this page.

## Function

### GENERAL FUNCTIONS for Key Operator

#### ■ Input the Key Operator ID Code to change Settings

30 Sleep/off mode select	↑ 07 09 ↓	OK  CANCEL
31 General Settings Print		
32 Corona wire cleaning		
33 MAC address		
34 Address book group ID 0		

35 Tandem user parameter	↑ 08 09 ↓	OK  CANCEL
36 Community name (1)		
37 Community name (2)		
38 Device name		
39 Device location		

40 Daylight time Yes	↑ 09 09 ↓	OK  CANCEL
41		
42		
43		
44		

Screen No.	Modes	Function	Initial Setting
07/09	30 Sleep/Off mode selection	Selects Sleep or Auto Off mode. ● Sleep, Auto Off	Sleep
	31 General settings print	Sets print of general function. ● Stop, Start	
	32 Corona wire cleaning	Sets clean the corona wire. ● Off, On	
	33 MAC address	Indicates the MAC address.	
	34 Address book group ID	Input group ID for address book. ● 0 ~ 99	0
08/09	35 Tandem user parameter	Input parameter of user machine.	
	36 Community Name(1)	Selects to change the SNMP of Community Name (1).* ● Enables read only.	
	37 Community Name(2)	Selects to change the SNMP of Community Name (2).* ● Enables read/write.	
	38 Device Name	Input the device name when necessary.* (For Status Monitor/EtherTalk Machine Name)	
	39 Device location	Input the device location when necessary.* (For Status Monitor)	
09/09	40 Daylight time	Sets the daylight time. ● No, Yes	Yes

#### NOTE

● It is necessary to input the Key Operator ID code before changing items on this page.

\* When the No. 36 to 39 function is set, turn OFF and ON the Power Switch.

## Copier Settings for Key Operator

### ■ Input the Key Operator ID Code to change Settings

00 Paper size priority	A4	<div>01/05</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
01 Original mode default	T/P	
02 Text contrast	4	
03 T/P contrast	4	
04 Photo contrast	4	

05		<div>02/05</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
06 Interleaving default	Blank	
07 Page insertion default	Blank	
08 Cover mode default	F, Blank	
09 SADF mode	Yes	

Screen No.	Modes	Function	Initial Setting
01/05	00 Paper size priority	Selects paper size priority ● A3, B4, A4, B5, A5, LEDGER, LEGAL, LETTER, INVOICE, 8 × 13, 8.5 × 13	A4
	01 Original mode default	Selects original setting ● Text, T/P (Text/Photo), Photo	T/P
	02 Text contrast	Selects contrast for Text mode ● 1 ~ 7	4
	03 T/P contrast	Selects contrast for Text/Photo mode ● 1 ~ 7	4
	04 Photo contrast	Selects contrast for Photo mode ● 1 ~ 7	4
02/05	06 Interleaving default	Selects OHP interleaving paper ● Blank, Copy	Blank
	07 Page insertion default	Selects page insertion ● Blank, Copy	Blank
	08 Cover mode default	Selects cover paper ● F, Blank, F, Copy FB, Blank, FB, Copy (F: Front, FB: Front + Back)	F, Blank
	09 SADF mode	Enables or disables the use of SADF function. ● No, Yes	Yes

#### NOTE

- It is necessary to input the Key Operator ID code before changing items on this page.

## Function

### Copier Settings for Key Operator

#### ■ Input the Key Operator ID Code to change Settings

10	Maximum copy setting	0	<div>03/05</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
11			
12	M1, size	70/160	
13	M2, size	95/220	
14			

15			<div>04/05</div> <div>↑</div> <div>↓</div> <div>OK</div> <div>CANCEL</div>
16	Memory overflow warning	Print	
17	Toner save mode (T)	None	
18	Toner save mode (T/P)	None	
19	Toner save mode (P)	None	

Screen No.	Modes	Function	Initial Setting
03/05	10 Maximum copy setting	Determines whether to limit number of copies (0-99).	0 (No limit)
	12 M1, Size	Input a size in job memory 1 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 54)	70 × 160 mm (X) (Y)
	13 M2, Size	Input a size in job memory 2 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 54)	95 × 220 mm (X) (Y)
04/05	16 Memory overflow warning	Selects the task to perform when memory overflow occurs ● Print, Cancel	Print
	17 Toner save mode (T)	Selects the toner save in Text mode. ● None, Level 1, Level 2*	None
	18 Toner save mode (T/P)	Selects the toner save in Photo/Text mode. ● None, Level 1, Level 2*	None
	19 Toner save mode (P)	Selects the toner save in Photo mode. ● None, Level 1, Level 2*	None

#### NOTE

● It is necessary to input the Key Operator ID code before changing items on this page.

\* Toner will be saved when selecting the Level 1 or 2 but copy quality will be dropped less than None mode when selecting the Level 1 or 2.

Save value (Panasonic authorised 6 % density original):

Level 1: maximum approximately 10 % less than None mode.

Level 2: maximum approximately 20 % less than None mode.



■ Input the Key Operator ID Code to change Settings

20 Add new tandem desti.

21 Edit tandem desti.

22 Delete tandem desti.

23 Copier Settings Print

24

05

05

OK

CANCEL

Screen No.	Modes	Function	Initial Setting
05/05	20 Add new tandem destination	Inputs a new destination to split the copy job	
	21 Edit tandem destination	Edits a copy destination	
	22 Delete tandem destination	Deletes a copy destination	
	23 Copier settings print	Print the copier settings ● Start, Stop	

NOTE

- It is necessary to input the Key Operator ID code before changing items on this page.

## Function

### Printer Setting for Key Operator

#### ■ Input the Key Operator ID Code to change Settings

The screenshots show the following settings:

- Screen 01/03:**
  - 00 Job completion time: 180
  - 01 Page protection: Off
  - 02 Error page print: On
  - 03 Spool function: Off
  - 04 Text print: On
- Screen 02/03:**
  - 05 PS Configuration print
  - 06 Printer Settings Print
  - 07 Font list print (PCL)
  - 08 Font list print (PS)
  - 09 Mailbox data holding: 7 days
- Screen 03/03:**
  - 10 Delete Mailbox data
  - 11 Print queue delete: Key op.
  - 12 EtherTalk Zone name
  - 13
  - 14

Screen No.	Modes	Function	Initial Setting
01/03	00 Job completion time	Sets the job completion time setting. ● 1~ 999 sec.	180 sec.
	01 Page protection	Compress automatically then print out. ● Off, On	Off
	02 Error page print	Sets print the error page. ● Off, On	On
	03 Spool function	Sets the spool function. ● Off, On	On
	04 Text print	Prints text page only. ● Off, On	On
02/03	05 PS Configuration print	Sets the status page print of PS. ● Stop, Start	
	06 Printer settings print	Sets the printer status print. ● Stop, Start	
	07 Font list print (PCL)	Sets the font list print of PCL. ● Stop, Start	
	08 Font list print(PS)	Sets the font list of PS. ● Stop, Start	
	09 Mailbox data holding	Sets the automatic holding function of mailbox data. ● Infinity, 1 day, 2 days, 3 days, 4 days, 6 days, 7 days	7 days
03/03	10 Delete mailbox data	Sets delete the mailbox data.* ● All, Before	Before
	11 Print queue delete	Sets authorisation to delete the print queue. ● Free, Key op. (operator)	Key op.
	12 EtherTalk Zone name	Input a EtherTalk Zone name.** ● Maximum 32 charcters	

#### NOTE

- \* Functions except 0 and 11 are available when optional accessories are installed.
- It is necessary to input the Key Operator ID code before changing items on this page.
- \*\* When the No. 12 function is set, turn OFF and ON the Power Switch.

## Function Setting for Key Operator

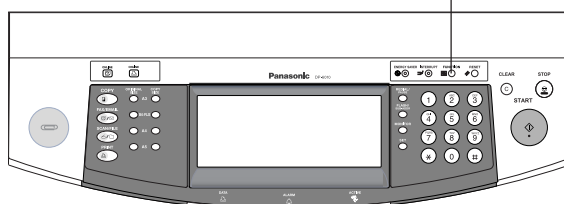
### ■ Changing the Auto Contrast Setting

You can select whether the copying density is adjusted automatically for text and photographic originals.

# 1

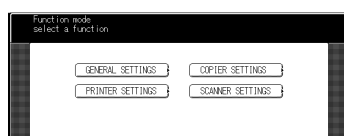
Press the **FUNCTION** Key.

**FUNCTION** Key

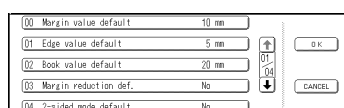


# 2

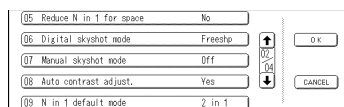
Proceed as Follows:



① Touch **COPIER SETTINGS**.



② Proceed to next page.



③ Select **08 Auto contrast adjust.**

④ Select whether Auto Exposure is to be performed, and then touch the **OK** button.

⑤ Press the **RESET** key, then exit the Function mode.

## Function

### Function Setting for Key Operator

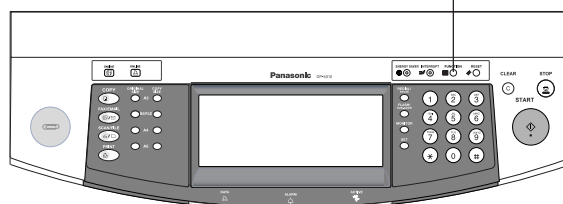
#### ■ Changing the Paper Size

The paper trays are designed to accommodate A5, A4, A4 R, B4/FLS and A3 Size paper. To change the paper size, perform the steps shown below. It is not required to take step 1 and 2 when selecting Tray 2.

# 1

Press the **FUNCTION** Key.

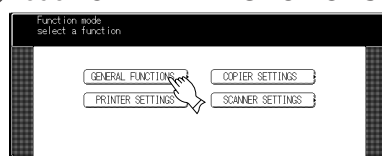
**FUNCTION** Key



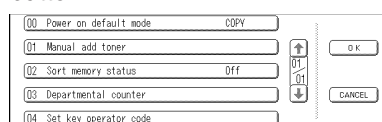
# 2

Proceed as Follows:

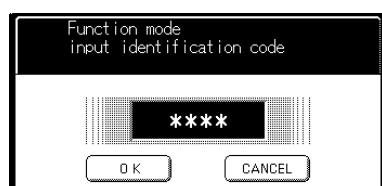
① Touch **GENERAL FUNCTIONS**.



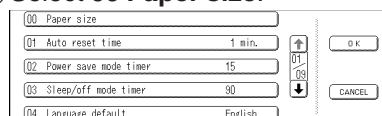
② Select **04 Set key operator code** button.



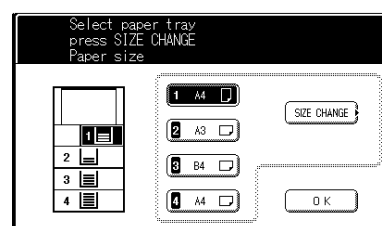
③ Input ID Code (4 digits) and touch the **OK** button.



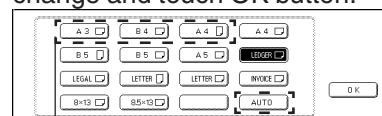
④ Select **00 Paper size**.



⑤ Touch the Paper Tray you wish to change and touch the **SIZE CHANGE** button.



⑥ Touch the Paper Size you wish to change and touch **OK** button.



Tray 2 only

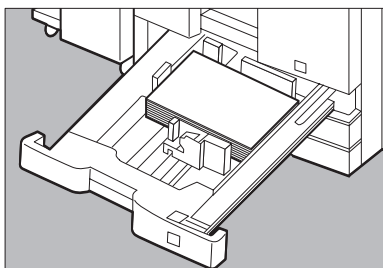
Only 3 kind of Paper Size (A4, B5 and Letter) will be available when selecting Tray 1.

⑦ Touch the **OK** button.

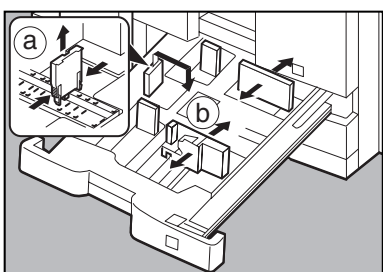
⑧ Press the **RESET** key, then exit the Function mode.

## 3

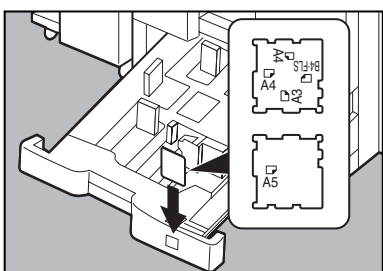
## Changing the Paper Guide and Paper Size Indicator in the Paper Tray



- ① Pull out paper tray and remove the paper.



- ② Move the paper guide (a) to the required paper length.
- ③ Move the paper guide (b) to the required paper width.  
Pinch the stopper to move the paper guide (b).



- ④ Change the paper size indicator.

**For Tray 2:** Insert the paper size indicator which showing the same paper size selected at ② & ③, then the paper size will be automatically selected.

- ⑤ Close the paper tray.

## NOTE

- It is recommended that the paper guide (b) be fixed in place with screws. Consult an authorised servicing dealer for details on how to fasten using screws.

## Function

### Function Setting for Key Operator

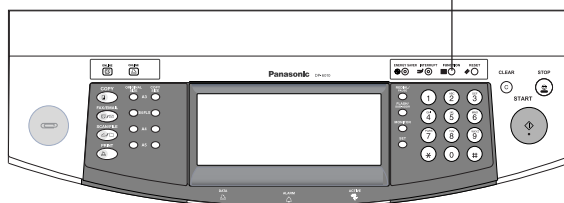
#### ■ Department Counter

Key Operator can manage, limit copies, counters and code numbers for each department.  
(Maximum department number: 300)

# 1

Press the **FUNCTION** Key.

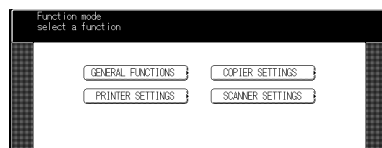
**FUNCTION** Key



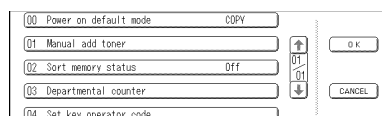
# 2

Proceed as Follows:

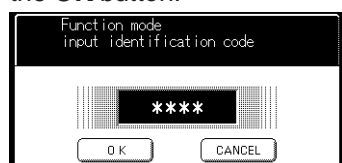
① Touch **GENERAL FUNCTIONS**.



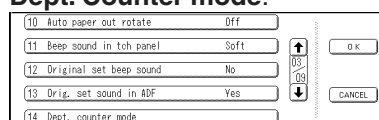
② Touch **04 Set key operator code** button.



③ Input ID Code (4 digits) and touch the **OK** button.



④ Scroll to screen 03/09 and select **14 Dept. Counter mode**.



⑤ Touch the **TOTAL COUNTER** button to display the sum of all the active department counters.



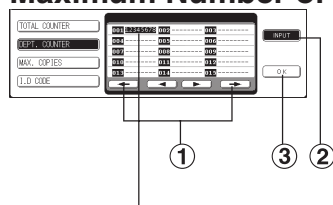
- To clear the total counter, touch the **INPUT** button, enter 0 and touch the **OK** button.
- To print the counter lists for each department, touch the **LIST PRINT** button.

#### NOTE

- To reset the function mode, press the **RESET** button.
- Contact your authorised servicing dealer to enable the Department Counter feature.

## 3

## Change the Department Counter Number, ID Code and limit the Maximum Number of Copies

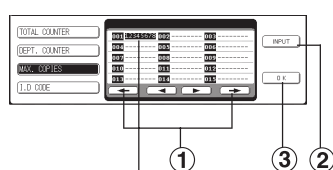


### Number of Department Counter

- ① Touch the **DEPT. COUNTER** button.
- ② Select the desired department using the scroll button.
- ③ Input "0" to clear the counter.
- ④ Touch the **OK** button.

001|12345678

Department No. Counter (8 digits)  
(3 digits)

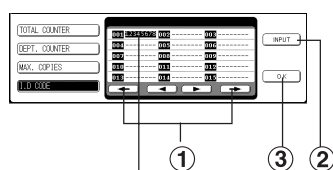


### Limit Number of Copies for Each Department

- ① Touch the **MAX. COPIES** button.
- ② Select the desired department using the scroll button.
- ③ Input the maximum number of copies. (Max. 8 digits)
- ④ Touch the **OK** button.

001|12345678

Department No. Maximum number of Copies (8 digits)  
(3 digits)



### I.D Code Number for Each Department

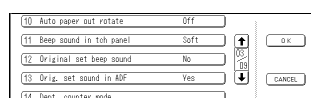
- ① Touch the **ID CODE** button.
- ② Select the desired department using the scroll button.
- ③ Input the ID Code number. (8 digits)
- ④ Touch the **OK** button.

001|12345678

Department No. ID Code number (8 digits)  
(3 digits)

## 4

## Exit function mode



- ① Touch the **OK** button.
- ② Press the **RESET** button on control panel.

## Function

### Function Setting for Key Operator

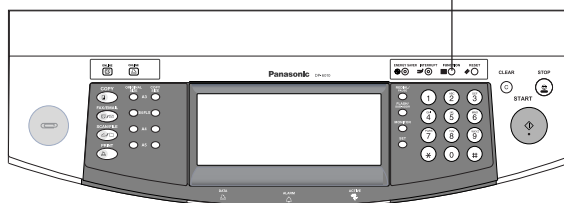
#### ■ Weekly Timer

Key Operator can manage each on/off time in a week.

# 1

Press the **FUNCTION** Key.

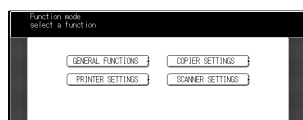
**FUNCTION** Key



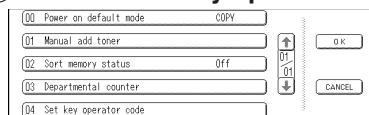
# 2

Proceed as Follows:

① Touch **GENERAL FUNCTIONS**.



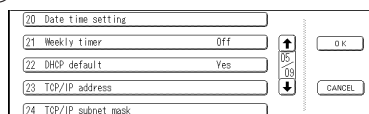
② Select **04 Set key operator code** button.



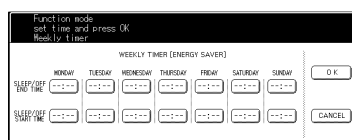
③ Input ID Code (4 digits) and touch the **OK** button.



④ Scroll to screen 05/09 and select **21 Weekly timer**.



⑤ Set the End and Start time using the keypad, then touch the **OK** button.



#### NOTE

- To reset the function mode, press the **RESET** or **FUNCTION** key.



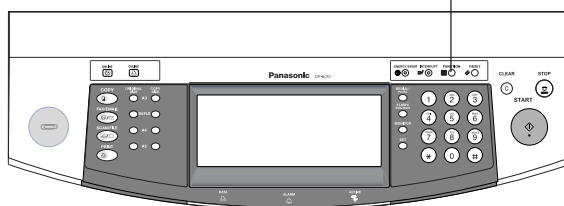
## ■ Network Settings

Key Operator can manage Network settings for Network functions.

# 1

Press the **FUNCTION** Key.

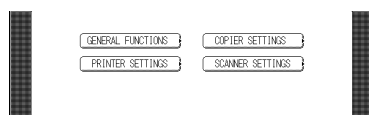
**FUNCTION** Key



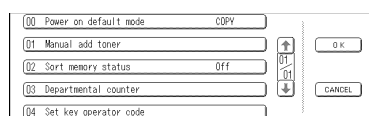
# 2

Proceed as Follows:

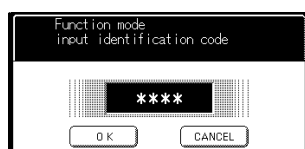
① Touch **GENERAL FUNCTIONS**.



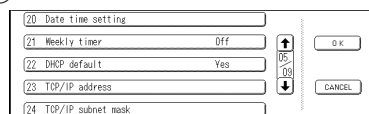
② Select **04 Set key operator code** button.



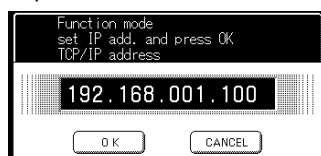
③ Input ID Code (4 digits) and touch the **OK** button.



④ Scroll to screen 05/09 and select **23 TCP/IP address**.



⑤ Input TCP/IP address using the keypad, then touch the **OK** button.



### NOTE

- Followings should be set in accordance with Network condition.
- 22. DHCP default                      24. TCP/IP subnet mask
- 25. TCP/IP default gateway        26. DNS server address

# Accessories

## Components

### 2-Bin Finisher\*

(DA-FS330 for DP-3510)  
(DA-FS600 for DP-4510/6010)  
(See page 83-85, 88)

### 1-Bin Saddle-Stitch Finisher\*

(DA-FS355 for DP-3510)  
(See page 92)

### 2-Bin Saddle-Stitch Finisher\*

(DA-FS605 for DP-4510/6010)  
(See page 83-87)

### Punch Unit for DA-FS600/605

(DA-SP31)  
(See page 83, 87)

### Punch Unit for DA-FS355

(DA-SP41)  
(See page 95)

### Image Memory

(DA-SM16B/64B/28B)  
● 16/64/128 MB  
● To increase the memory capacity for electronic sorting.

### HDD Unit

(DA-HD60)  
● For PS Printing (for Fonts)  
Security Print/Mailbox  
Tandem copy/Concurrent copy  
I-FAX without mail server  
1,000 Station registration  
Print Job Spooling  
OneRIP  
Account Management

### Expansion Board

(DA-EM600)  
● Expansion F-ROM(8 MB)

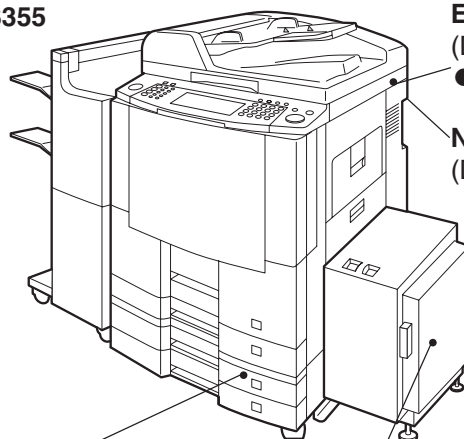
### Network Scanner Kit

(DA-NS600)

**Exit Tray**  
(DA-XT600)

**System Console**  
(DA-DS601/602)  
● To increase the paper feed sources and capacity.  
DA-DS601: Paper Tray × 1  
DA-DS602: Paper Tray × 2  
(550 sheets)

**3000-Sheet Tray(LCT)**  
(DA-MA301)  
● To increase the paper feed capacity.  
(3000 sheets)



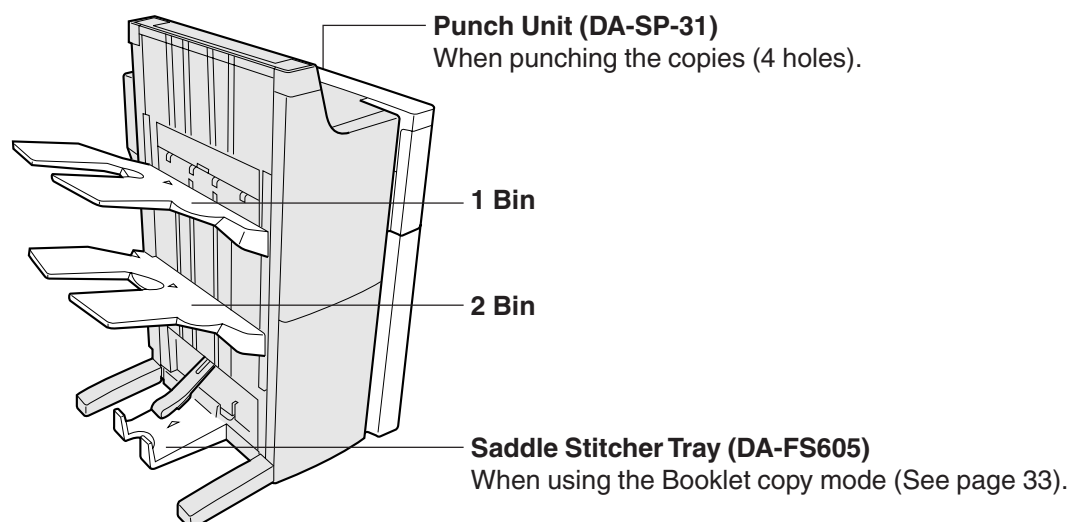
## NOTE

● Contact your authorised servicing dealer for details on combinations of options.

\* Optional Power Supply for Finisher (DA-PW600) is needed. (Except Europe)

## 2 Bin Finisher (DA-FS600)/2 Bin Saddle-Stitch Finisher (DA-FS605)

### 1. Operation



#### (1) Bin Capacity (sheets)

Modes	Paper Size	1 Bin	2 Bin
Staple-sort	A4	750 or (30 sets)	750
	A4 R, B4, A3	500 or (30 sets)	500
Non-sort	A4, A5*	1000	1000
Shift-sort	A4 R, B4, FLS*, A3	500	500
Shift-group			

\* A5, FLS size is not applicable for Shift-sort and Shift-group.

#### (2) Saddle Stitcher Tray Capacity

Item	Description
Paper Size	A3, B4, A4 R
Capacity	W/out binding: 1 sheet W/binding: 2 to 15 sheets (including single cover page)
Paper Capacity	10 sets (stack of 11 to 15 sheets), 15 sets (stack of 6 to 10 sheets) 25 sets (stack of 5 sheets or less)

#### (3) Punch Unit

Hole Punch	Paper Size
4	A3, A4

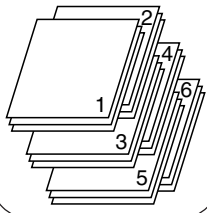
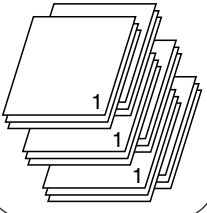
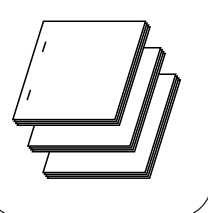
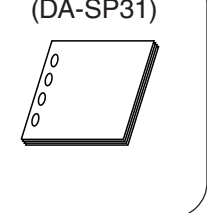
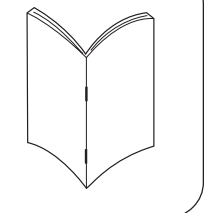
#### NOTE

- If output sheets are curled, or not properly aligned, remove the paper from the paper tray, turn it over, and replace it in the paper tray.

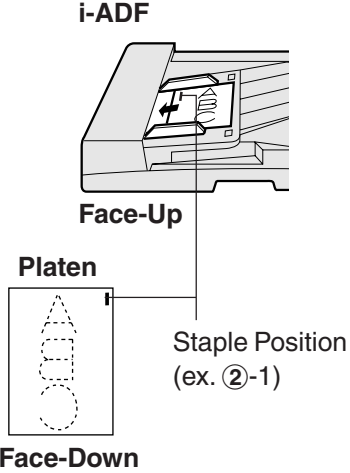
## Accessories

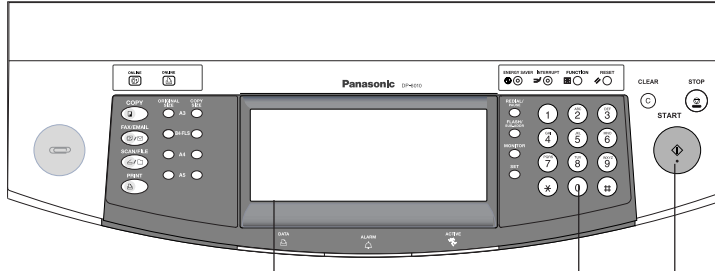
### 2 Bin Finisher (DA-FS600) / 2 Bin Saddle-Stitch Finisher (DA-FS605)

#### 2. Features

Shift-group	Shift-sort	Staple-sort	Punch (DA-SP31)	Saddle-Stitch
				
<ul style="list-style-type: none"> <li>● Shift electronic sort copy (A3, B4, A4, A4 R)</li> </ul>	<ul style="list-style-type: none"> <li>● Staple electronic sort copy</li> <li>● Up to 50 sheets (A4)/30 sheets (A3, B4, A4 R)</li> <li>● Paper weight: 64 - 80 g/m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>● Stack by punch 4 hole: A4/A3</li> </ul>	<ul style="list-style-type: none"> <li>● Staple electronic sort copy</li> <li>● Up to 60 originals (A3, B4, A4 R)</li> <li>● Paper weight: 64 - 80 g/m<sup>2</sup> (DA-FS605 only)</li> </ul>	

#### 3. How to use





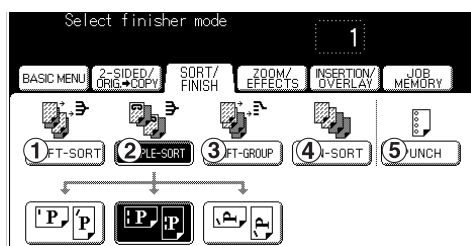
1 Place the Original(s)

2 Select SORT/ FINISH mode

3 Select Finisher Mode

4 Number of copies

5

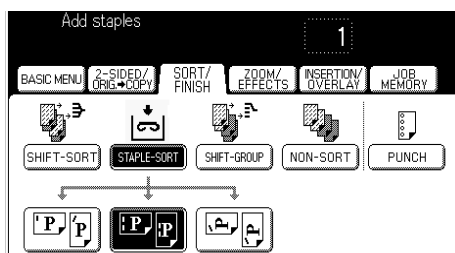


\* The Shift-Sort is not available in the first set when the memory is full.  
A5 size is not applicable for Shift-sort and Shift-group.

Select the type of copy group mode into inverting unit.

- ① **SHIFT-SORT\***  
Multiple copies are sorted automatically and stacked with shift.
- ② **STAPLE-SORT**  
Following functions can be selected by pressing Staple-Sort button.
  - ②-1: Top left corner (1 position) (except A5 □, FLS □)
  - ②-2: Left (2 positions) (except A5 □, A4 □, FLS □)
  - ②-3: Bottom left corner (1 position) (except A5 □, FLS □)
- ③ **SHIFT-GROUP\***  
Multiple copies are stored by shifting.
- ④ **NON-SORT**  
Copy is stored on the tray.
- ⑤ **PUNCH**  
Copies are punched and exited onto bin/tray.

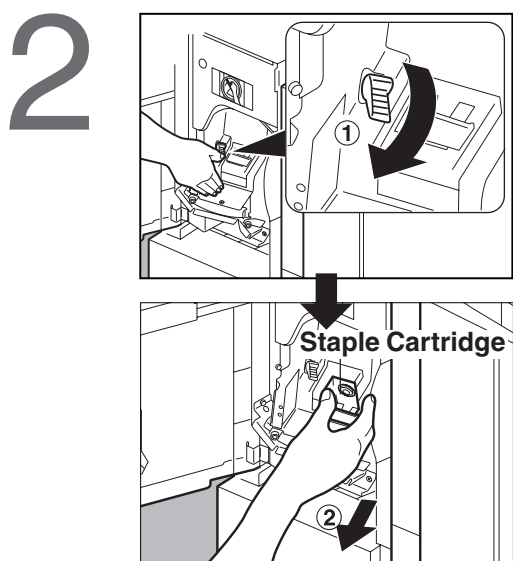
## 4. Replacing the Staple Cartridge



The message shown on the left appears when the staples run out.

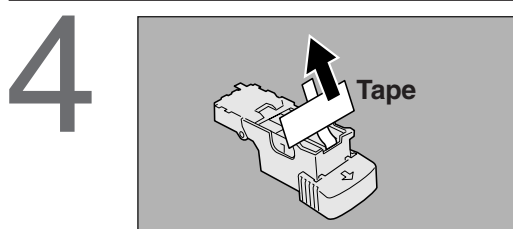
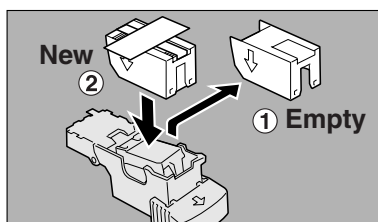


5 Reinstall the Staple Cartridge.  
Insert the staple cartridge until the lever locks.



6 Close the Stapler Cover.

3 Replace the Staple Case.

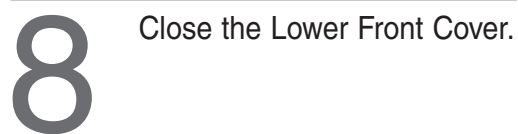
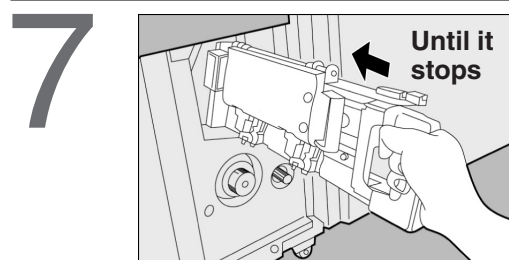
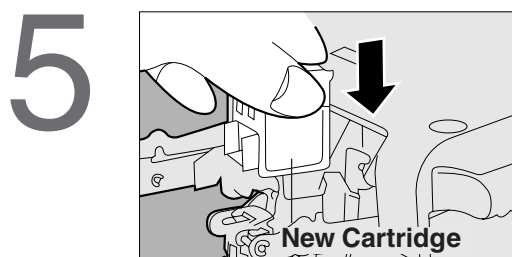
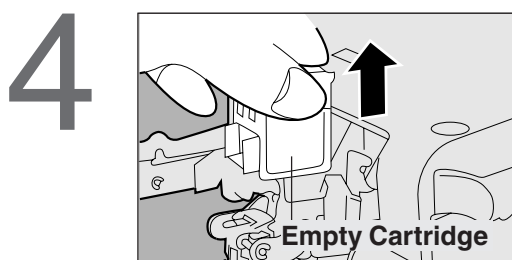
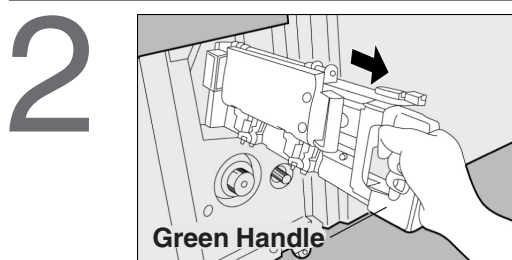
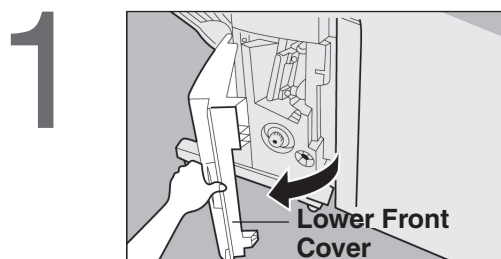


## Accessories

### 2 Bin Saddle-Stitch Finisher (DA-FS605)

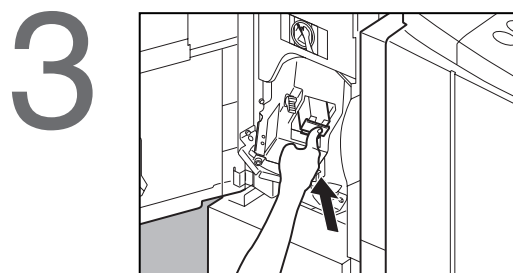
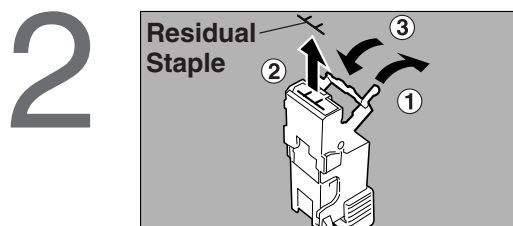
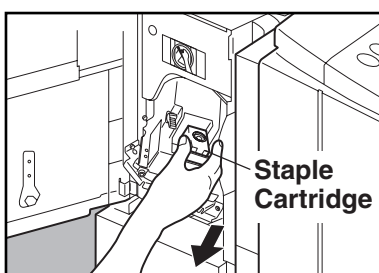
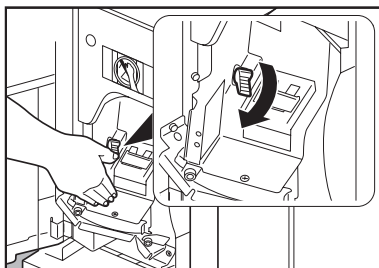
When supplying the saddle stitcher unit with staples

#### Supplying the Saddle Stitcher Unit with Staples



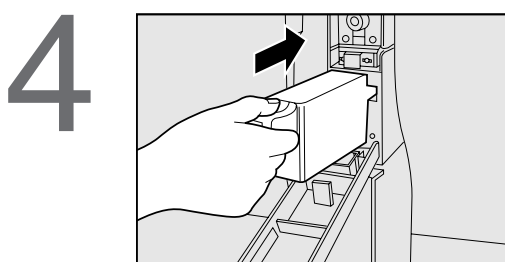
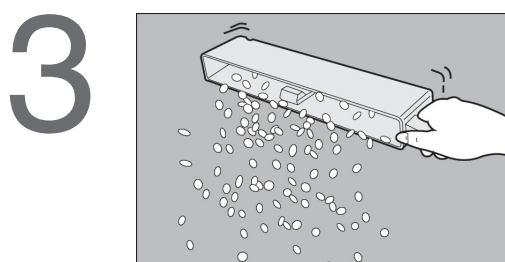
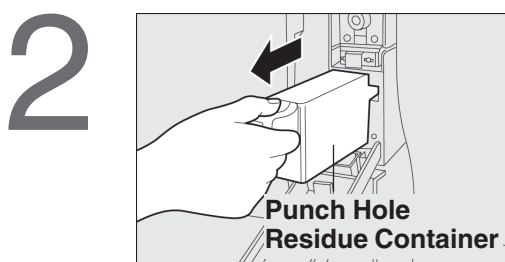
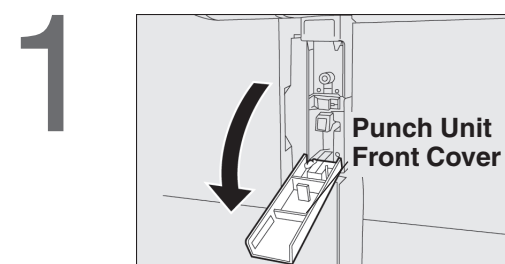
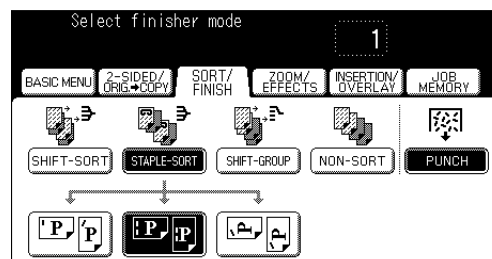
If the unit fails to staple after replacing the Staple Cartridge, follow the instructions below.

## 1 Remove the Staple Cartridge.



## ■ When the punch hole residue container is full (For Punch Unit/DA-SP31)

When the punch hole residue indicator lights up, this indicates that the container is full.



## 5 Close the Punch Unit Front Cover.

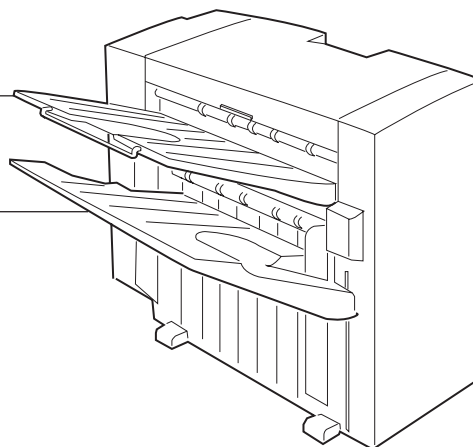
## Accessories

### 2-Bin Finisher (DA-FS330)

#### 1. Components

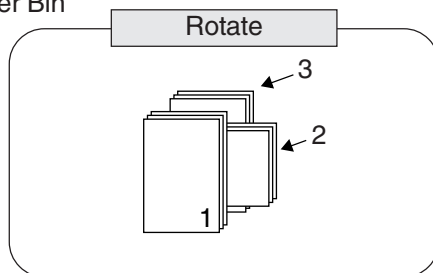
- Upper Bin
- Hole punch
  - A5R/A4/A4R/B4/FLS/A3

- Lower Bin
- A4 size only (Except A4 □)
  - Stapling (Up to 30 sheets)
  - Shift electronic sort
  - Hole Punch

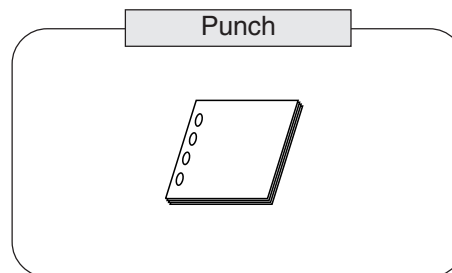


#### 2. Features

##### ■ Upper Bin

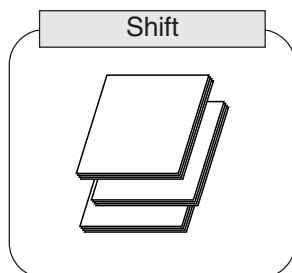


- Sort by rotating sets

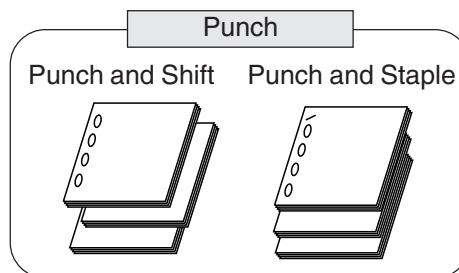


- 4-Hole punch (A3, A4)

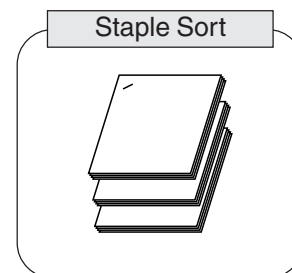
##### ■ Lower Bin



- Offset using electronic sorting (A4)



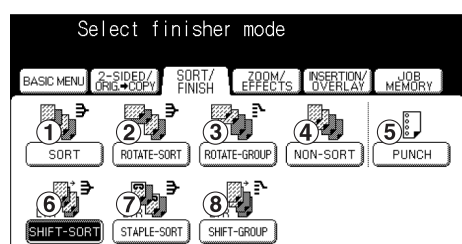
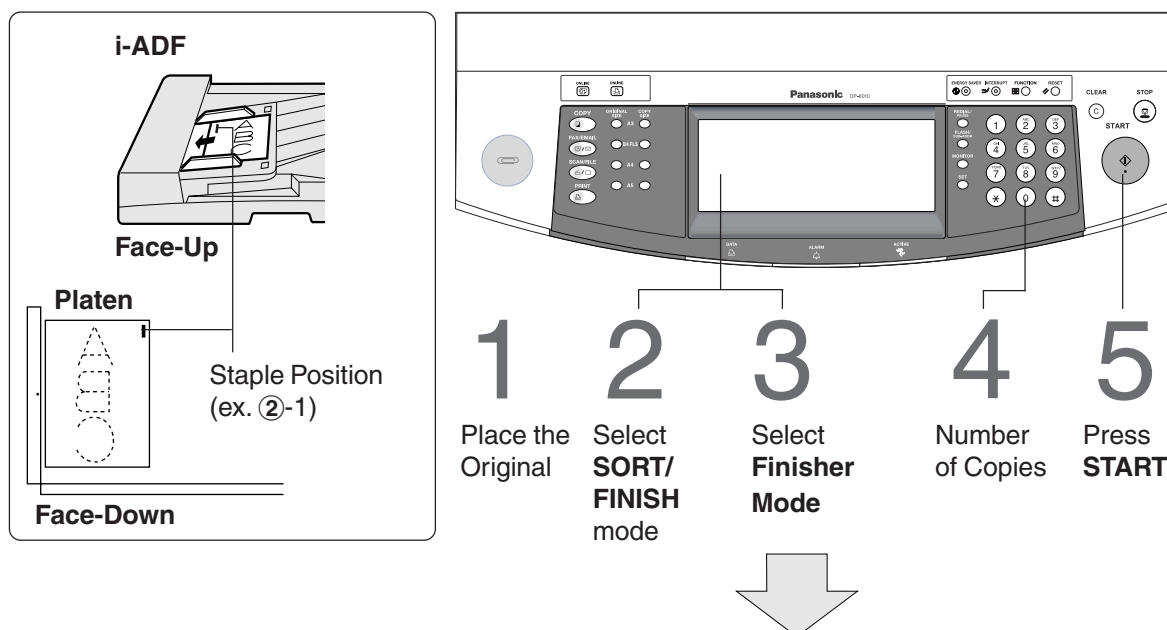
- Offset using punching and electronic sorting (A4)
- Sort by punching and stapling sets (A4)



- Sort by stapling sets
- Up to 30 sheets (A4)
- Paper weight: 64 - 80 g/m<sup>2</sup>



## 3. How to use



\* In the 4 hole punch mode, A3 size and A4 □ size are available.

Select the type of copy group mode into 2-bin finisher and press OK.

- ① **SORT**  
Multiple copies are sorted automatically and stacked with shift.
- ② **ROTATE-SORT** (Upper bin only)  
Copied sets are separated by rotation and exited onto tray.
- ③ **ROTATE-GROUP** (Upper bin only)  
Grouped copies are rotated and exited onto tray.
- ④ **NON-SORT**  
Copy is stored on the tray.
- ⑤ **PUNCH\***  
Sorted copies are punched and exited onto tray.  
(Except Rotate-Sort and Rotate-Group modes)
- ⑥ **SHIFT-SORT** (Lower bin only)  
Copied sets are offset and exited onto tray.
- ⑦ **STAPLE-SORT** (Lower bin only)  
Sorted copies are stapled and exited onto tray.
- ⑧ **SHIFT-GROUP** (Lower bin only)  
Grouped copies are offset and exited onto tray.

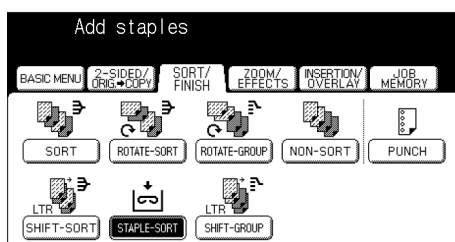
### NOTE

- The above sort modes may not work if you are using gray originals, as this may cause a memory overflow.
- In such a case, it is recommended either make copies by separate lots (except staple-sort) or install optional Hard Disk Drive (DA-HD60).
- If output sheets are curled, or not properly aligned, remove the paper from the paper tray, turn it over, and replace it in the paper tray.

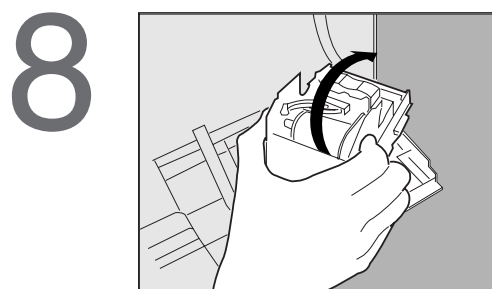
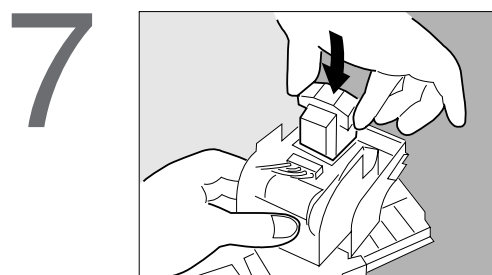
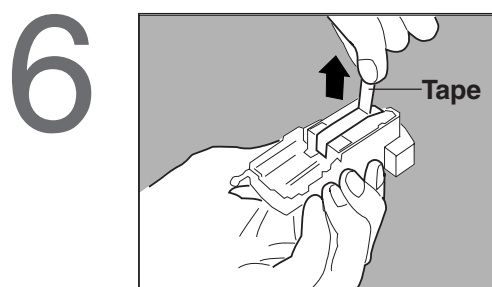
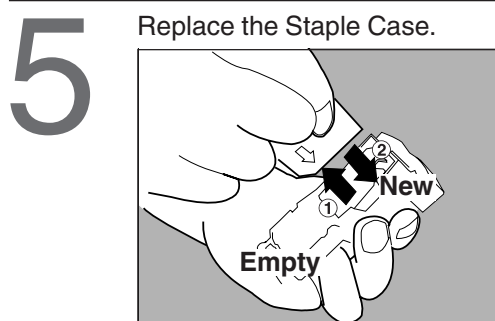
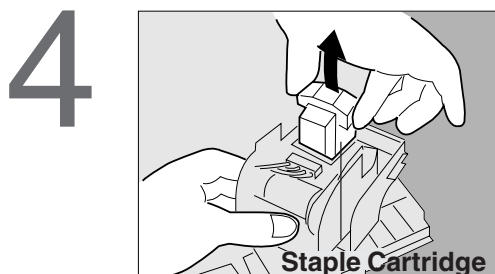
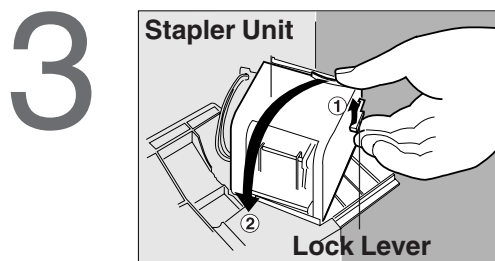
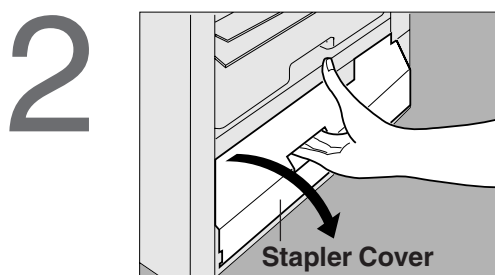
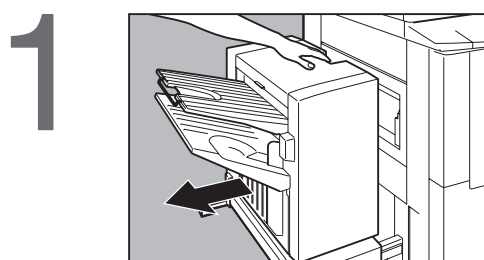
## Accessories

### 2-Bin Finisher (DA-FS330)

#### 4. Replacing the staple cartridge



The message shown on the left appears when the staples run out.



① Close the stapler cover.

② Return the finisher to the original position.

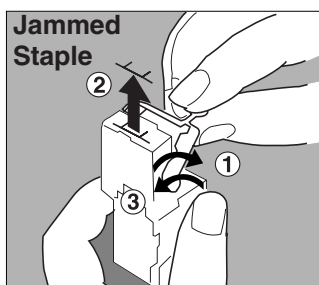
10 Check the operation. Select the staple-sort mode with control panel and print the desired data.

5. If the unit fails to staple after replacing the staple follow the instruction below.

1

Remove the staple cartridge according to staple replacing procedures steps 1 to 4. (See page 90)

2



3

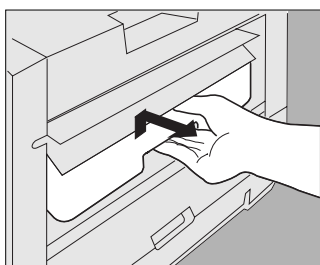
Reinstall the staple cartridge according to staple replacing procedures steps 7 to 10 and check operation. (See page 90)

6. Punch disposal

1

Pull out the finisher.

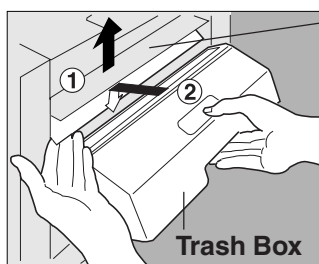
2



① Pull out the trash box.

② Dispose the punch hole residue.

3



Finisher Entry Guide

Trash Box

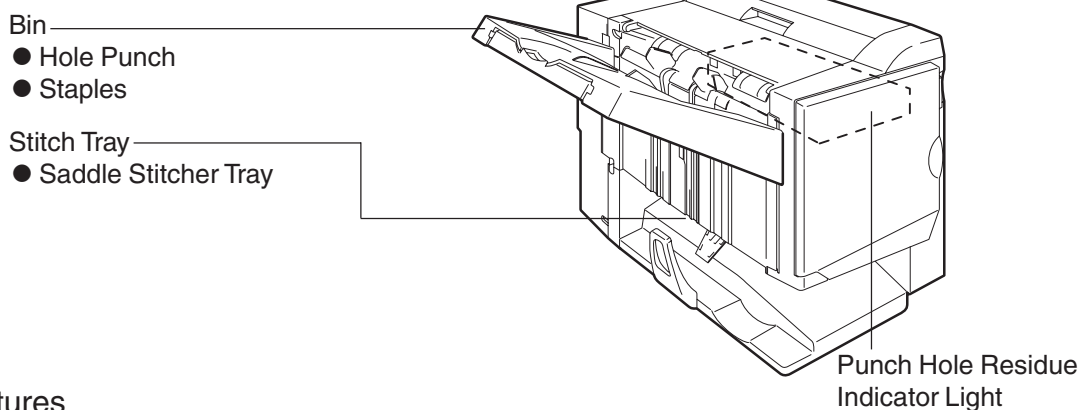
4

Return the finisher to original position.

## Accessories

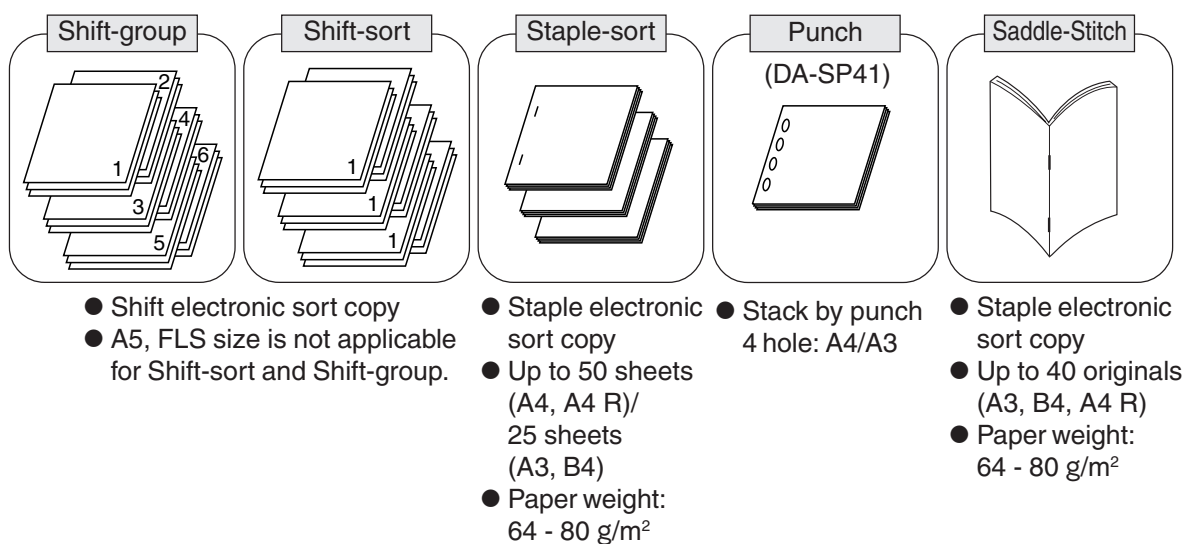
### 1-Bin Saddle-Stitch Finisher (DA-FS355)

#### 1. Components

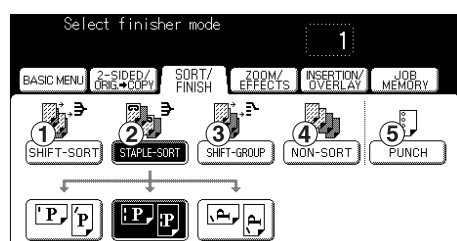
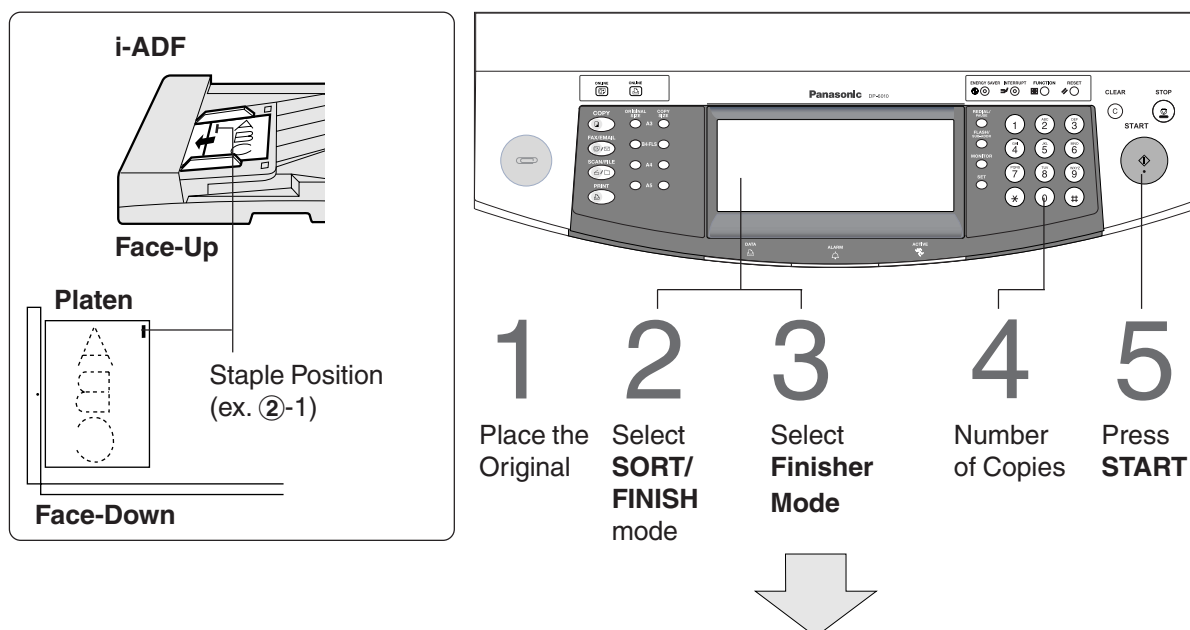


#### 2. Features

##### (1-Bin Finisher)



## 2. How to use



\* The Shift-Sort is not available in the first set when the memory is full. A5 size is not applicable for Shift-sort and Shift-group.

Select the type of copy group mode into inverting unit.

- ① **SHIFT-SORT\***  
Multiple copies are sorted automatically and stacked with shift.
- ② **STAPLE-SORT**  
Following functions can be selected by pressing. Staple-Sort button.  
②-1: Top left corner (1 position) (except A5 □ )  
②-2: Left (2 positions) (except A5 □ )  
②-3: Bottom left corner (1 position) (except A5 □ )
- ③ **SHIFT-GROUP\***  
Multiple copies are stored by shifting.
- ④ **NON-SORT**  
Copy is stored on the tray.
- ⑤ **PUNCH**  
Copies are punched and exited onto bin/tray.

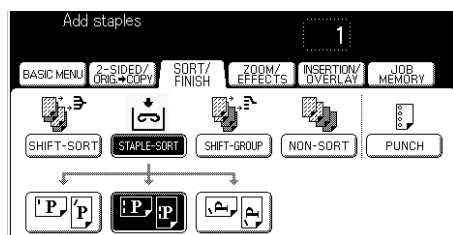
### NOTE

- If output sheets are curled, or not properly aligned, remove the paper from the paper tray, turn it over, and replace it in the paper tray.

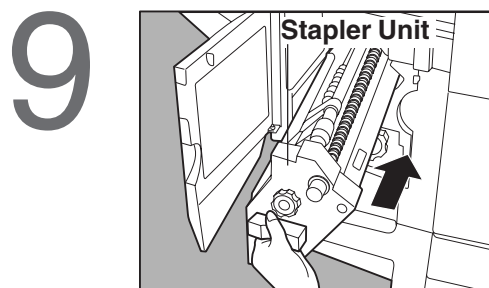
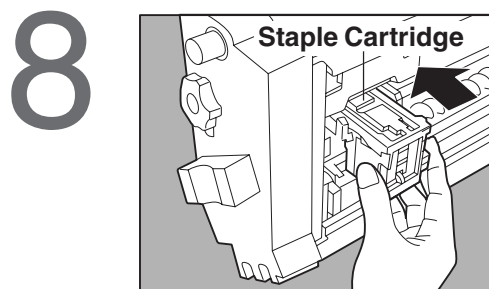
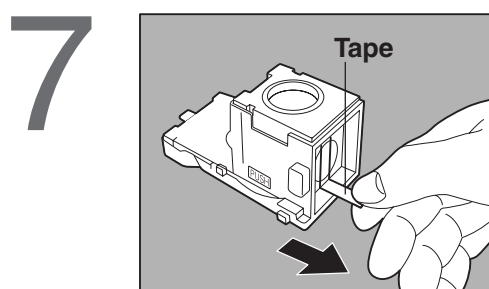
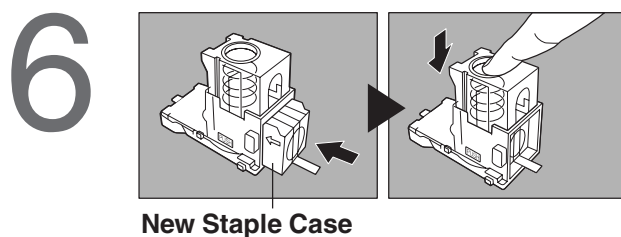
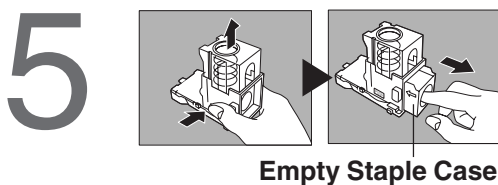
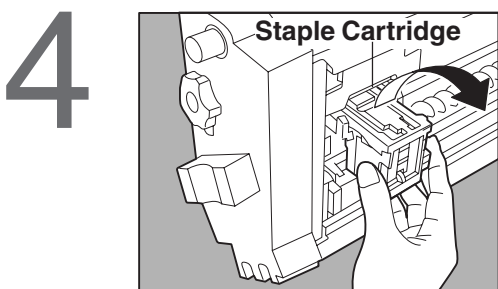
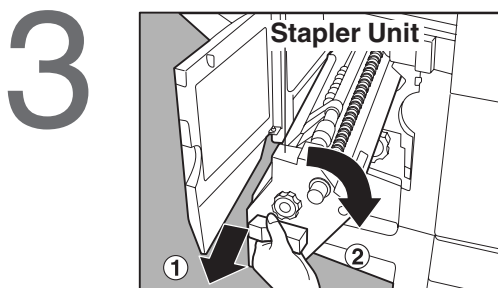
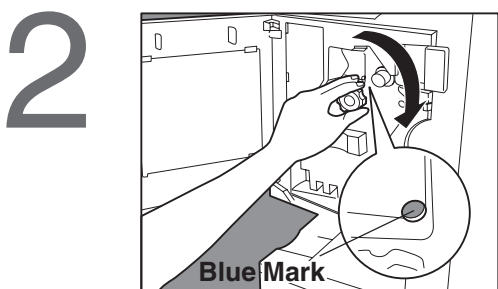
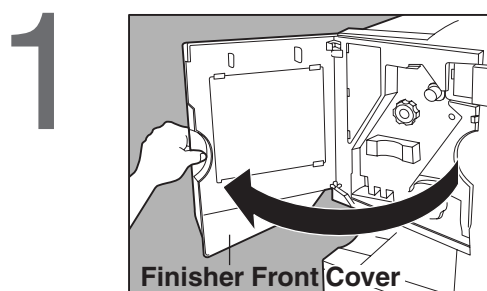
## Accessories

### 1-Bin Saddle-Stitch Finisher (DA-FS355)

#### 4. Replacing the staple cartridge



The message shown on the left appears when the staples run out.



10. Close the Finisher Front Cover.

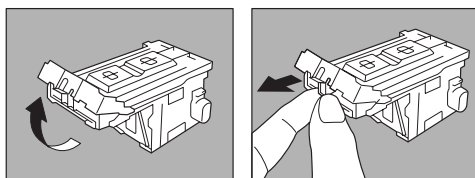
11. Check the operation  
Select the staple-sort mode with control panel and print the desired data.

5. If the unit fails to staple after replacing the staple follow the instruction below.

1

Remove the staple cartridge according to staple replacing procedures steps 1 to 4. (See Page 94)

2



- ① Lift up the Cartridge Knob.
- ② Remove the jammed staple.
- ③ Return the Cartridge Knob.

3

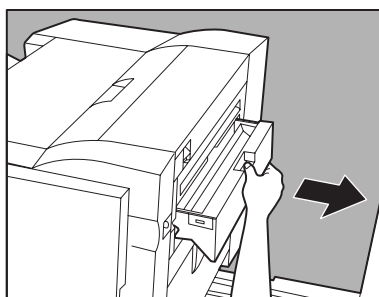
Reinstall the staple cartridge according to staple replacing procedures steps 7 to 9 and check operation. (See Page 94)

6. Punch disposal

1

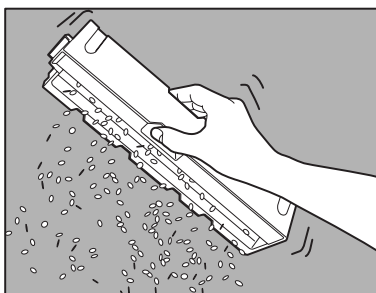
Pull out the finisher.

2



Pull out the trash box.

3



- ① Dispose the punch hole residue.
- ② Return the trash box.

4

Return the finisher to original position.

memo

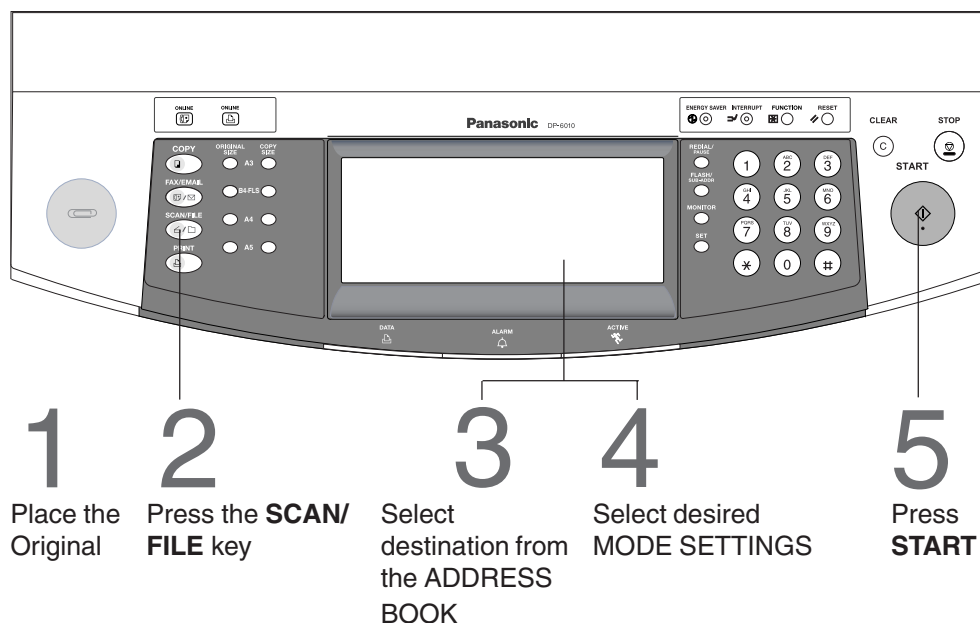


# Network Scanner (Option)

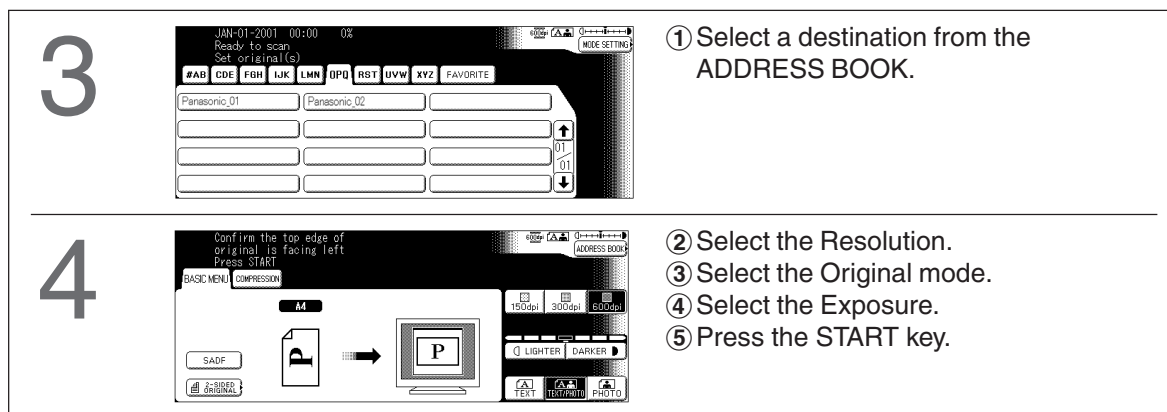
## Document Scanning

### ■ Document Scanning

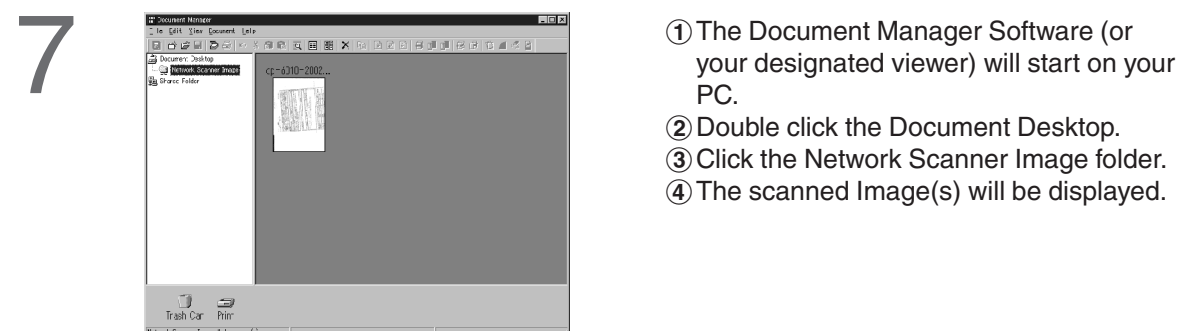
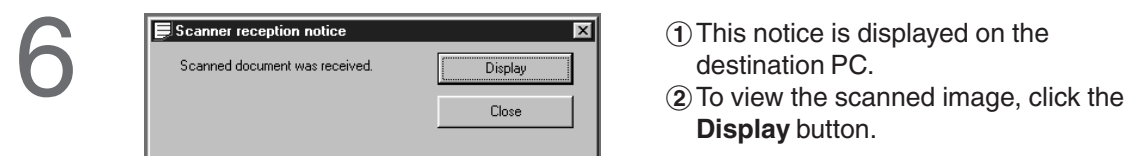
To use the Network Scanner feature, you must first install and configure the included Panasonic Document Management System (PDMS) onto your PC.



The document is scanned and the image is conveyed to the selected destination.



The Scanner Reception Notice appears on the destination PC.



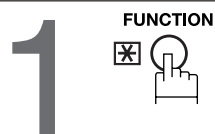
## Network Scanner (Option)

### Address Book

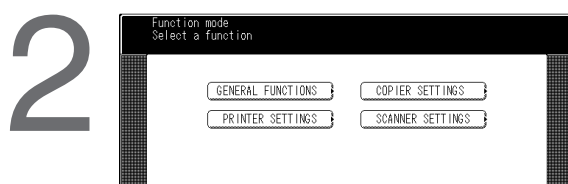
#### ■ Adding a New PC's IP Address

Inputting PC IP Addresses for PC Scanning into the Address Book.

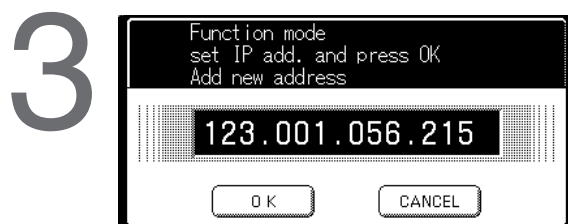
To add a new IP Address for a PC, follow the steps below



Press **Function** Key.



Touch **Scanner Settings** button and touch "05 Add new address".



Enter the IP Address by using the Keypad and then touch the **OK** button.

Ex: 123.001.056.215

**NOTE:**When entering one or two digit address, add "00" or "0" before that address.



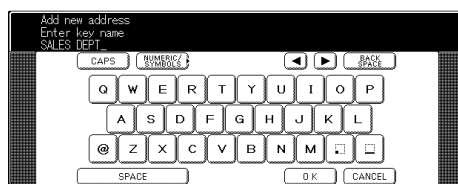
Then enter the station name by using the QWERTY keyboard then touch the **OK** button.

(Up to 15 characters)

Ex: SALES DEPT

Button Name	Function
CAPS	Used to input upper case letter(s).
NUMERIC/ SYMBOLS	Used to input numbers and symbols. ① When touching the NUMERIC/SYMBOLS button, a list with numbers and symbols is displayed. ② Select the required number(s) or symbol(s) then, touch the CLOSE button.
◀ ▶	Used to move the cursor to the left or to the right side.
BACK SPACE	Used to erase the character before the cursor.
SPACE	Used to enter a space.
OK	Used to complete your entry.
CANCEL	Used to cancel your entry.

5



Then enter the key name (up to 15 characters).  
(By default, the key name will be up to 15 characters of the station's name. If you do not want to change it, touch the **OK** button.)

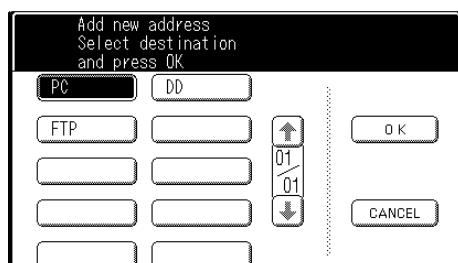
6



If you want to assign this address into the Favourite section, press YES, otherwise press NO.

**Note:** The Address Book area is reduced by the number of assigned Favourite stations.

7



Select PC\* then touch the **OK** button.

8



Touch the **OK** button.

Do not change the default Port Number without your Network Administrator's approval.

(Up to 65535, default is 06509)

To record another PC's IP Address, repeat steps 3 to 8.

### NOTE

- \* If you select DD, input will be noticed as DD server. (See page 103 )
- If you make a mistake, use ◀ or ▶ to move the cursor beyond the incorrect character, press **CLEAR** then re-enter the new character.
- The Address Book cannot be changed or erased until the communication has finished.  
To change or erase the settings, wait until finish communication.

## Network Scanner (Option)

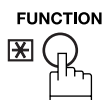
### Address Book

#### ■ Editing the Address Book

If you have to change or erase any of the Address Book stations, follow the steps below.

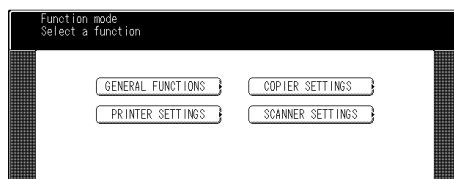
To change the settings of an Address Book station

1



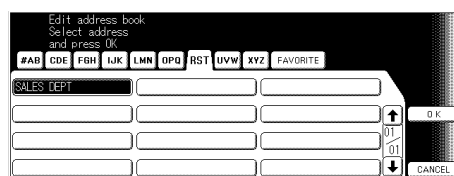
Press **Function** Key.

2



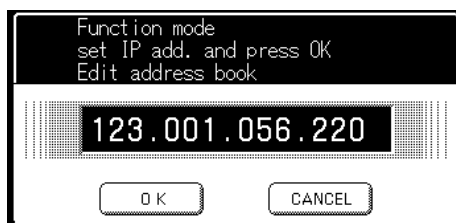
Touch the **Scanner Settings** button and touch "06 Edit address book".

3



Select the station you wish to change.  
Ex: SALES DEPT

4

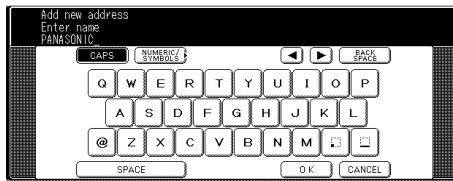


Then enter a new IP Address and touch the **OK** button.

Ex: 123.001.056.220

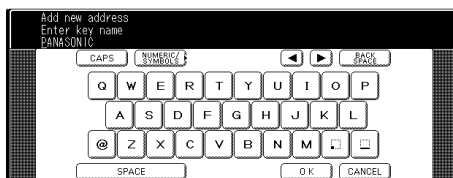
**NOTE:** When entering one or two digit address, add "00" or "0" before that address.

5



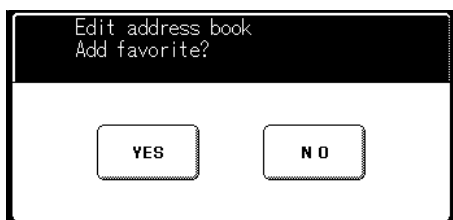
Delete the current station name using the Back Space button. Then enter a new station's name.  
Ex: PANASONIC

6



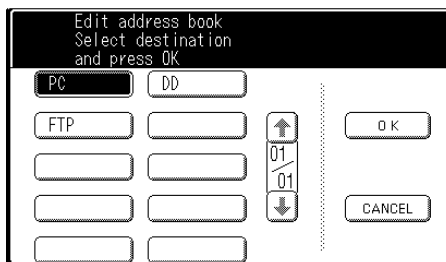
Delete the current button name using the Back Space button. Then enter a new button name.  
Ex: PANASONIC

7



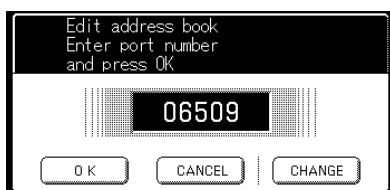
If you want to assign this address into the Favourite section, press **YES**, otherwise press **NO**.

8



Then select a new selection, **PC** or **DD**.\*

9



\*Do not change the default Port Number without your Network Administrator's approval.  
Default: 0650

### NOTE

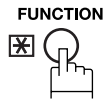
- If you select DD, the input will be assigned as DD Server. (See page 103)
- If you make a mistake, use ◀ or ▶ to move the cursor beyond the incorrect character, press "C" (CLEAR) key, then re-enter a new character.

## Network Scanner (Option)

### Address Book

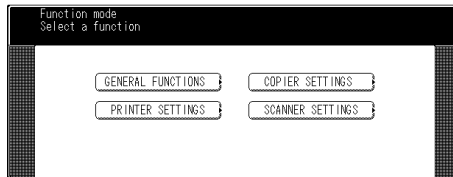
To delete an entry from the Address Book

1



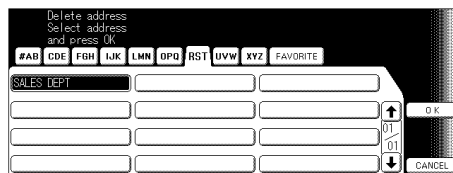
Touch the **Function** Key.

2



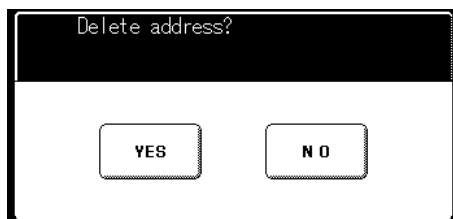
Touch the Scanner Settings button and touch "07 Delete address".

3



Enter the station you wish to delete and touch the **OK** button.  
Ex: SALES DEPT

4



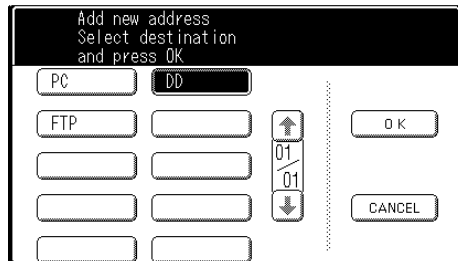
Touch **YES**.

### ■ Adding the DD Server IP Address

Input the DD Server's IP Address into the Address Book.

To add the DD Server IP Address, follow the steps below

1~6



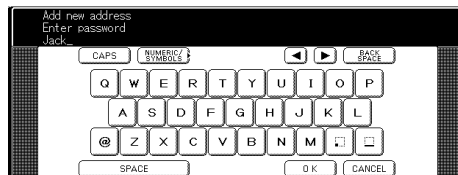
Use the same procedure as Adding a New PC's IP Address. (See page 98)  
Select DD and then touch the **OK** button.

7



Enter the account name by using the QWERTY keyboard.  
(Up to 60 characters)  
Ex: Jack

8



Enter the password by using the QWERTY keyboard and then touch the **OK** button.  
(Up to 60 characters)  
Ex: Jack

## Network Scanner (Option)

### Address Book

9

Then enter the directory name, using the QWERTY keyboard. (Up to 60 characters)  
Ex: SALESDEPT

10

\*Do not change the default Port Number without your Network Administrator's approval. (Up to 65535, default is 21)

11

Select **SAVE** or **RETRIEVE**, then touch the **OK** button.

12

Select whether to display the shortcut (**OK** or **CANCEL**).

#### NOTE

- The same procedure as “Adding DD Server IP Address” mentioned above will be applied for Editing and Erase.



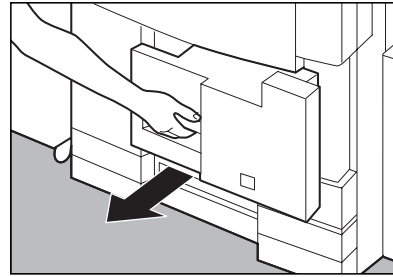
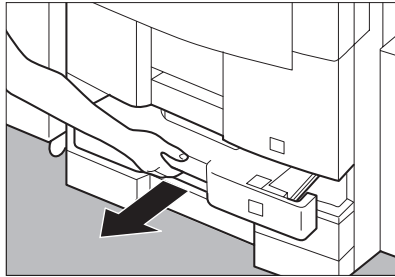
# Problem Solving

## Adding Paper (↓)

### ■ 550-Sheet Paper Tray

### ■ 1550-Sheet Paper Tray

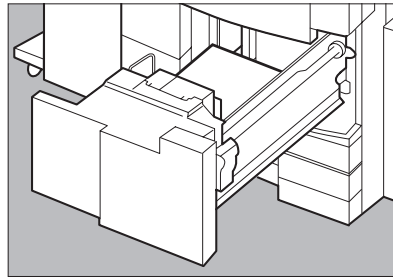
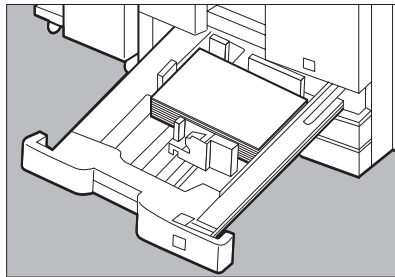
1



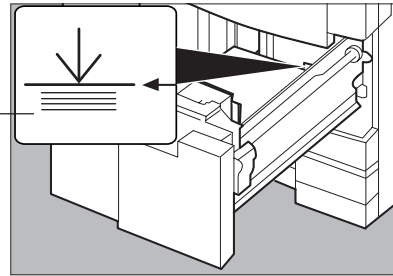
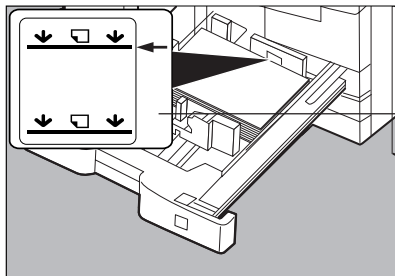
2

Place the paper with the copying surface facing down.

- Special papers, like glossy paper, mailing labels and transparencies cannot be used in the Paper Tray. Use the sheet bypass for special paper.

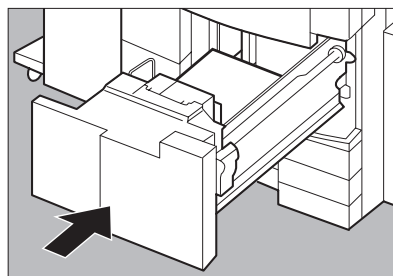
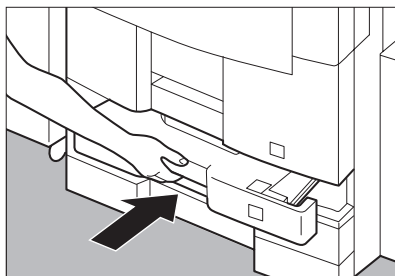


3



Max Level Indicator

4



### ATTENTION

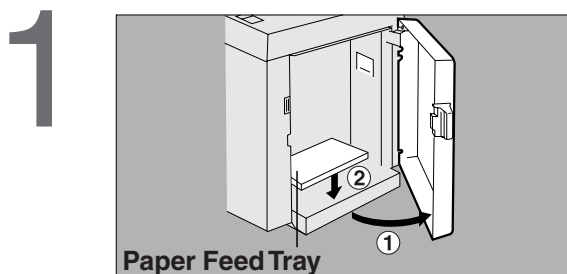
- Do not use paper with folds or wrinkles. Refer to page 67 for details on changing the paper size for the Paper Tray.
- Unused paper should always be placed into a bag and the opening should be sealed for storage. If the paper is left exposed, problems such as paper curl, paper jams, wrinkles or loss of copied image quality may occur.



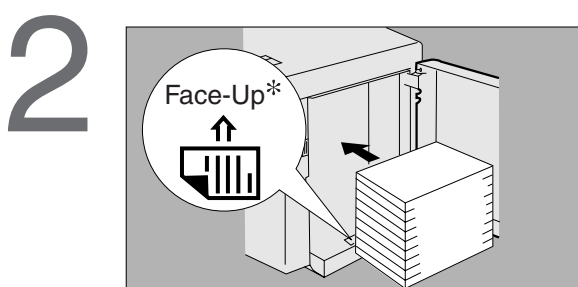
## Problem Solving

### Adding Paper

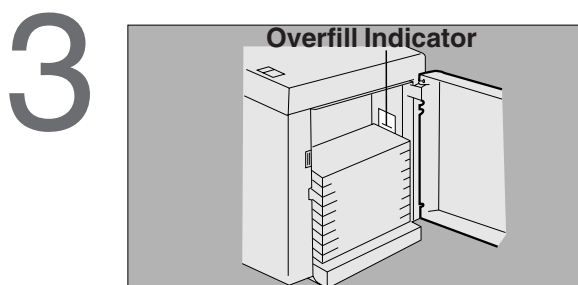
#### ■ 3000 Sheet Large Capacity Paper Tray (LCT) (DA-MA301)



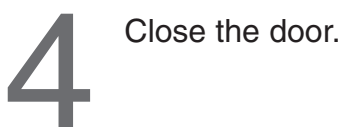
Do not touch the tray while it is moving.



After tray stops, place paper neatly on the tray.  
A4 size only (portrait).



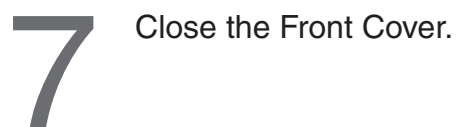
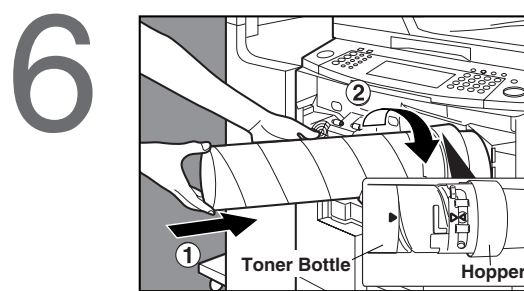
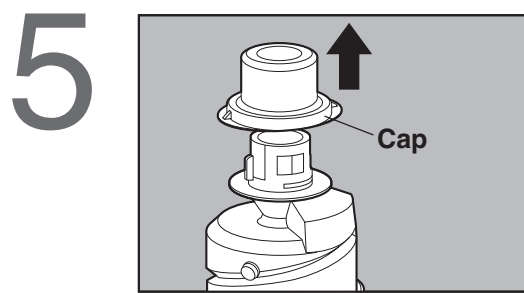
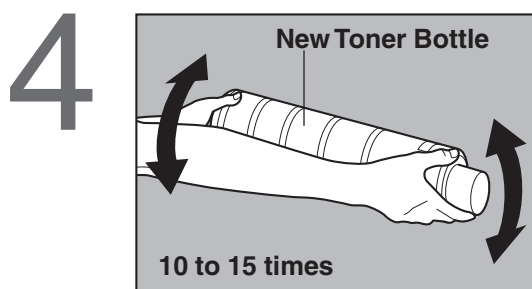
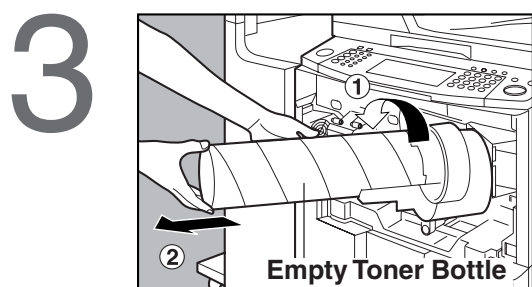
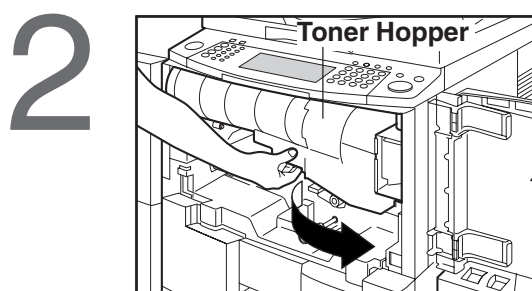
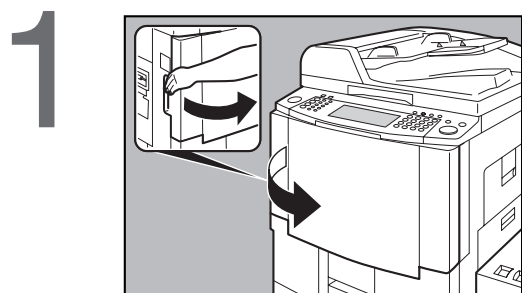
Up to 3000 sheets, 75 g/m<sup>2</sup> paper.



#### NOTE

\* When using papers with one side printed, place papers with black face upward.

## Replacing the Toner Bottle (↓)



### ATTENTION

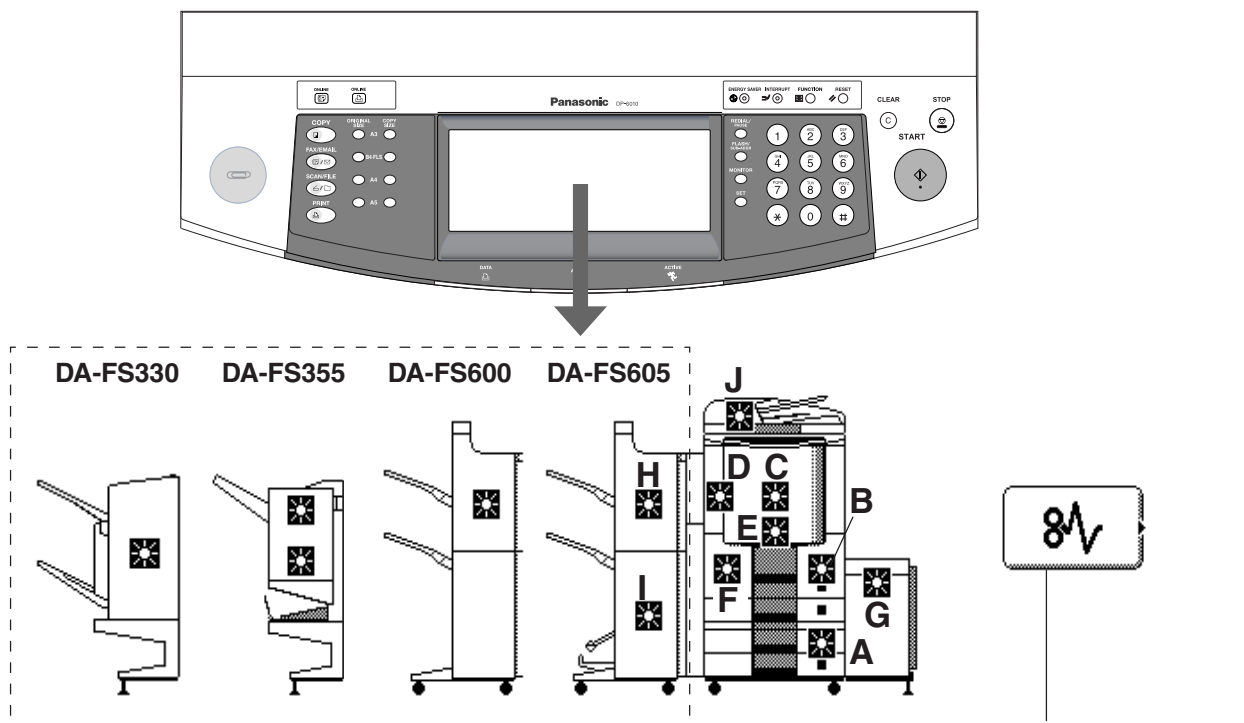
- For optimum copy quality use the recommended Panasonic toner. Store toner in a cool dark place. Do not unseal toner before use. Use it as fast as possible after unsealing.



## Problem Solving

### Removing a Misfed Paper

- Paper Misfeed Indicators and Locations**  
 When a paper misfeed occurs, the Misfeed Indicator and the misfeed location(s) will be displayed on the Touch Panel Display.



**Misfeed Location Indicator**

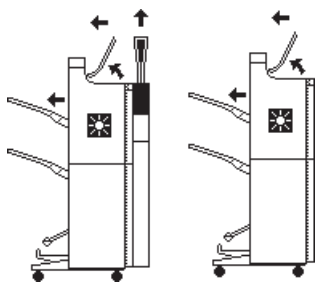
- Indicates to open each cover, check and remove any misfed paper. (See pages 109 - 118)

**Paper Misfeed Locations**

<b>Finisher</b>	<b>H:</b> Finisher (See page 109)
<b>Copier ADU Paper Feed Unit LCT</b>	<b>A:</b> System Console (See page 117) <b>B:</b> Paper Entry Area (See page 114) <b>C:</b> Paper Transport Area (See page 114) <b>D:</b> Paper Exit/Fuser Area (See page 115) <b>E:</b> ADU Area (See page 116) <b>F:</b> Reverse Area (See page 115) <b>G:</b> LCT Large Capacity Paper Tray Area (See page 117)
<b>i-ADF</b>	<b>J:</b> i-ADF (See page 118)

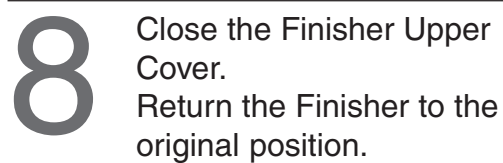
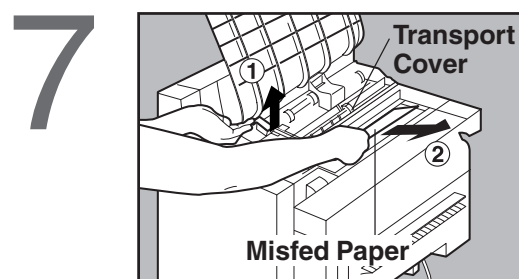
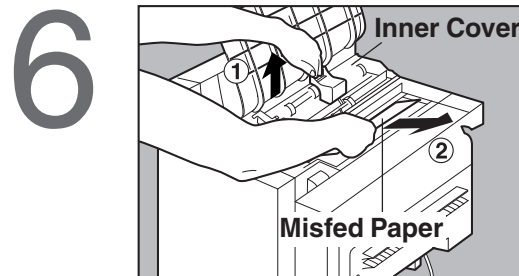
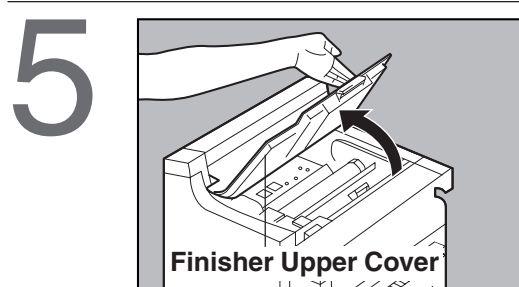
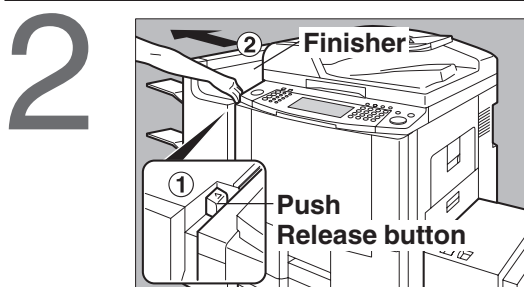
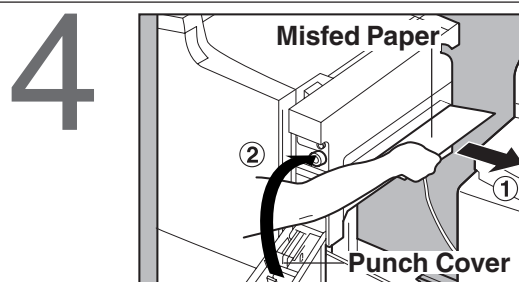
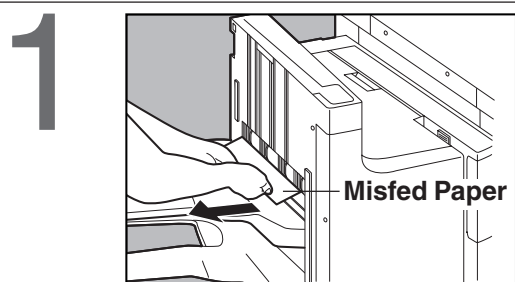
#### NOTE

- Make sure that the Misfeed Indicator goes off after removing the misfed paper. The Misfeed Indicator will not go off if the paper is still jammed in the copier. Check again and remove all misfed paper.



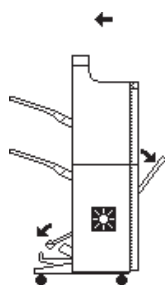
### ■ 2-Bin Finisher (DA-FS600/FS605)

- Make sure that the Misfeed Indicator resets after removing all misfed paper.



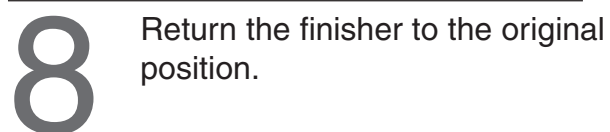
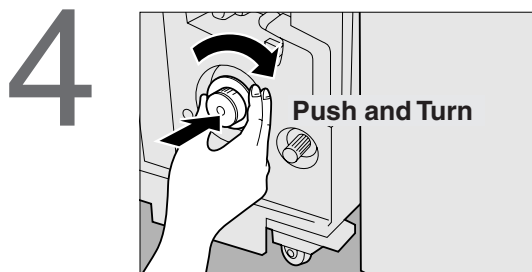
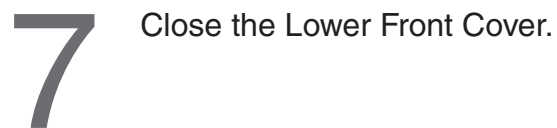
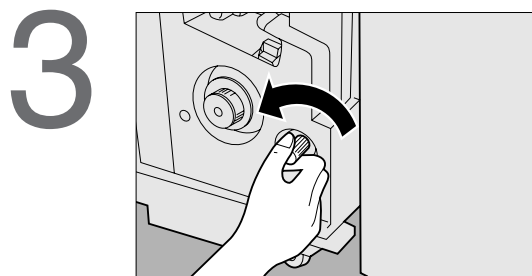
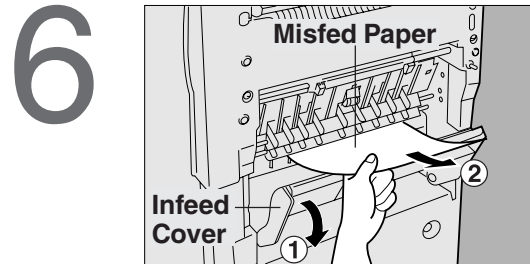
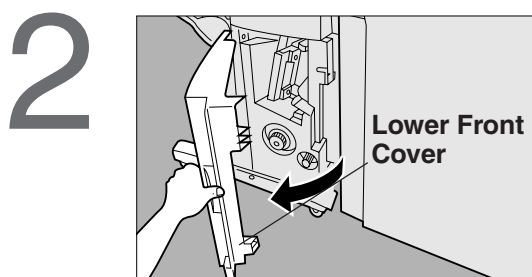
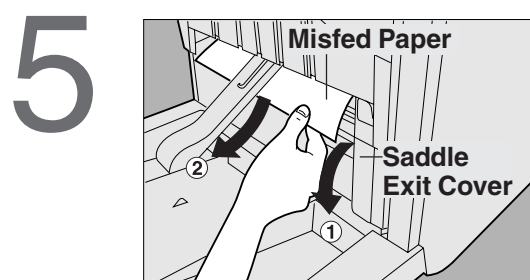
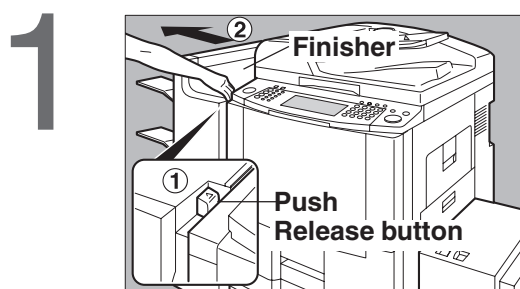
## Problem Solving

### Removing a Misfed Paper



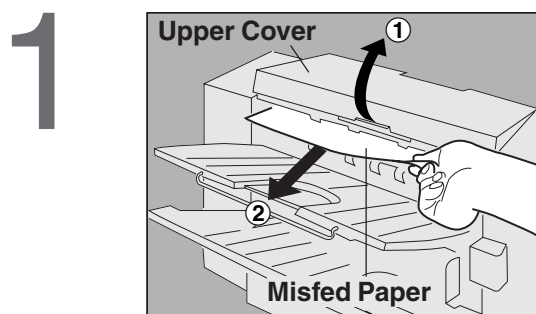
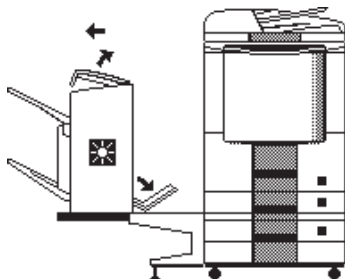
#### ■ 2-Bin Saddle-Stitch Finisher (DA-FS605 only)

- Make sure that the Misfeed Indicator resets after removing all misfed paper.

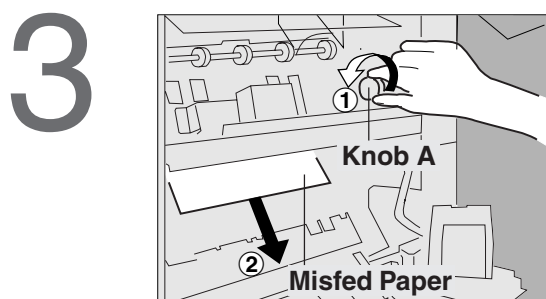
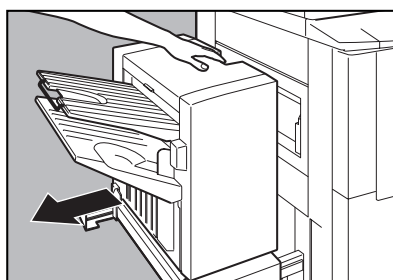


## ■ 2-Bin Finisher (DA-FS330)

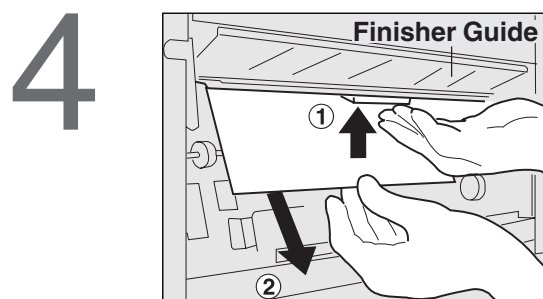
- Make sure that the misfeed indicator resets after removing all misfed paper.



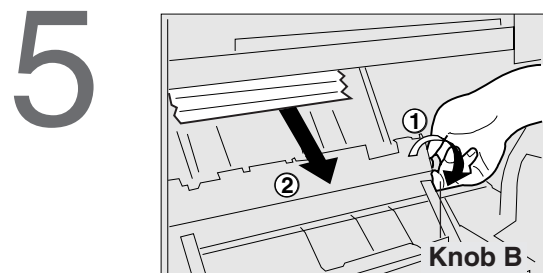
- 2**
- ① Pull out the finisher.
  - ② Pull out the trash box. (See Page 87)
  - ③ Open the stapler cover. (See Page 86)



When paper cannot be removed:



When the misfed paper is not found:



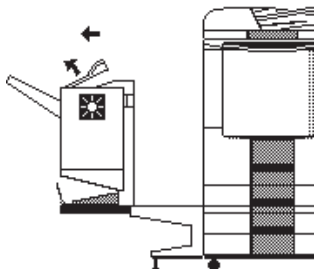
- 6**
- ① Close the staple cover and install the trash box.
  - ② Return the finisher to original position.

## Problem Solving

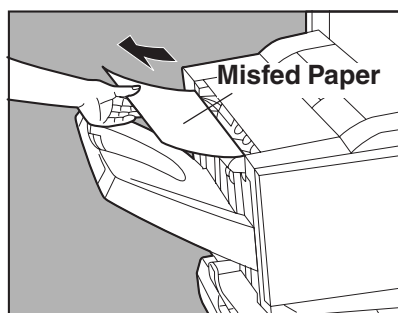
### Removing a Misfed Paper

#### ■ 1-Bin Saddle-Stitch Finisher (DA-FS355)

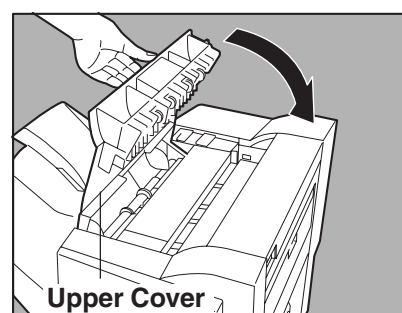
- Make sure that the misfeed indicator resets after removing all misfed paper.



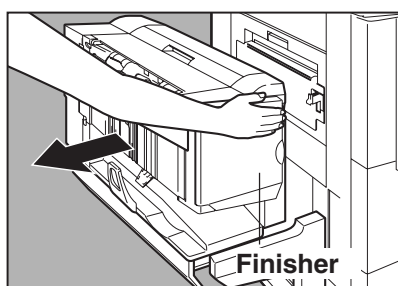
1



4



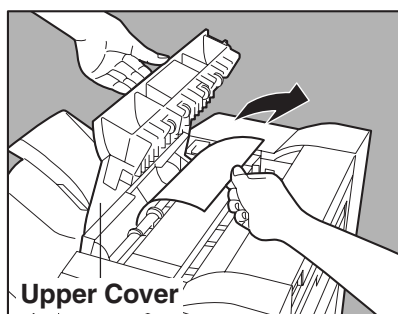
2



5

Return the finisher to original position.

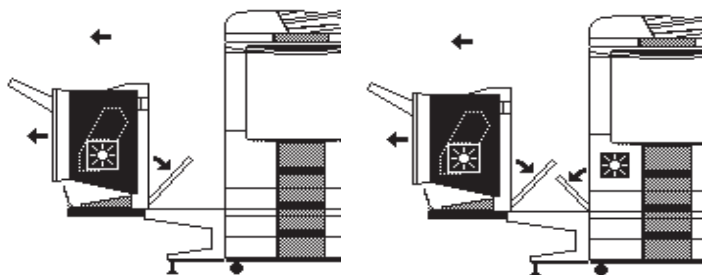
3



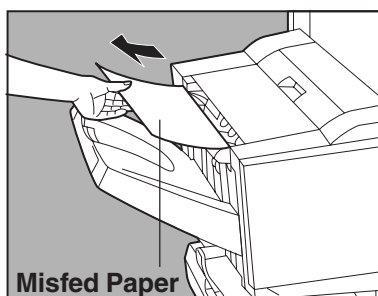


## ■ 1-Bin Saddle-Stitch Finisher (DA-FS355)

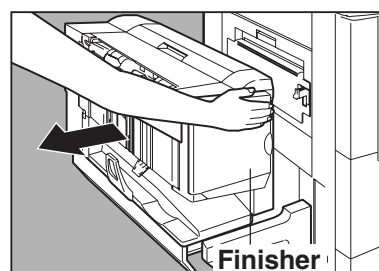
- Make sure that the misfeed indicator resets after removing all misfed paper.



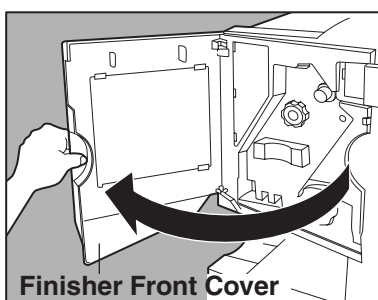
1



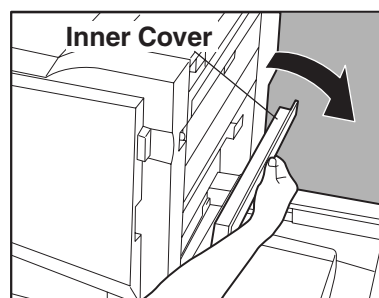
6



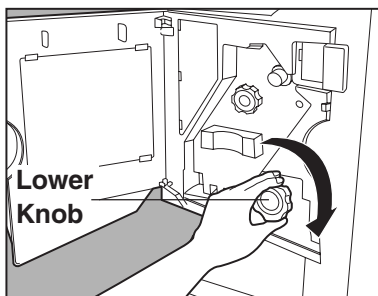
2



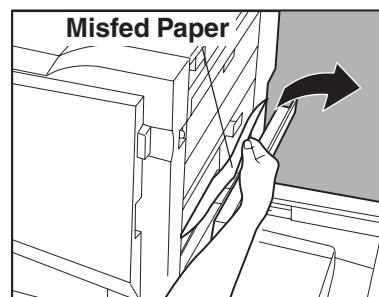
7



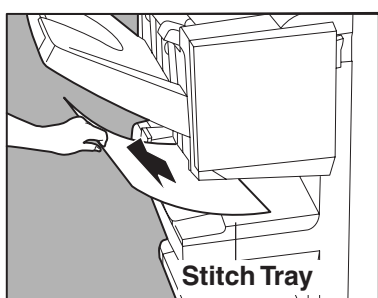
3



8



4



9

Return the finisher to original position.

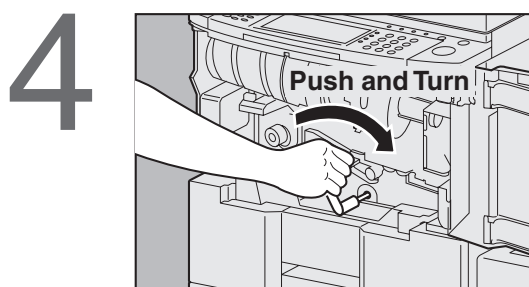
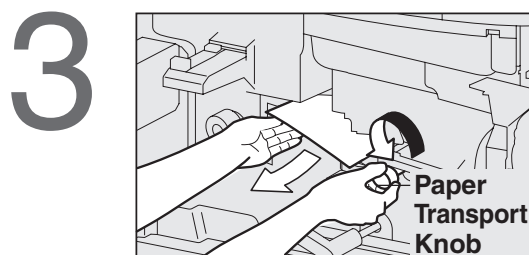
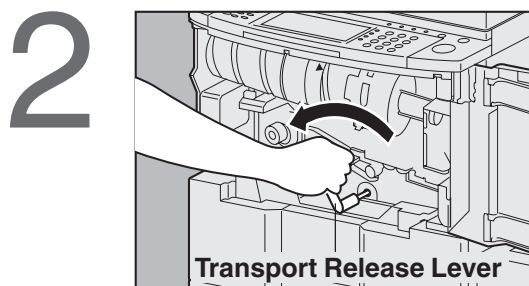
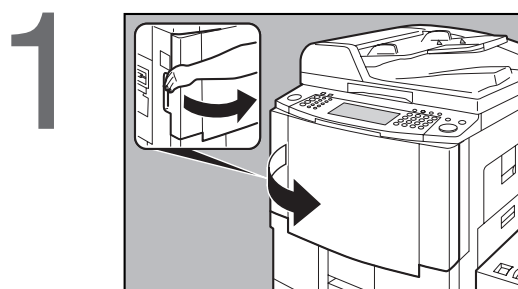
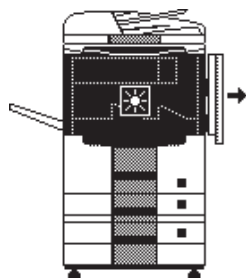
5

Close the Finisher Front Cover.

## Problem Solving

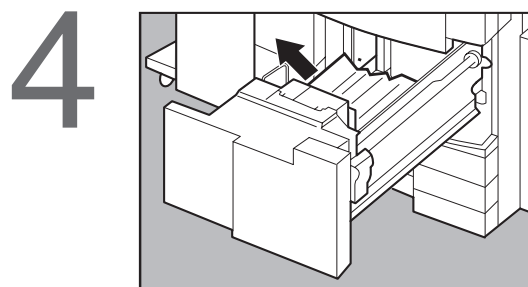
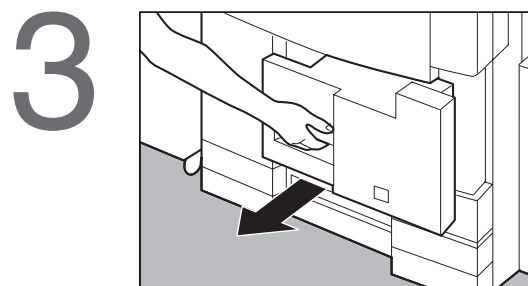
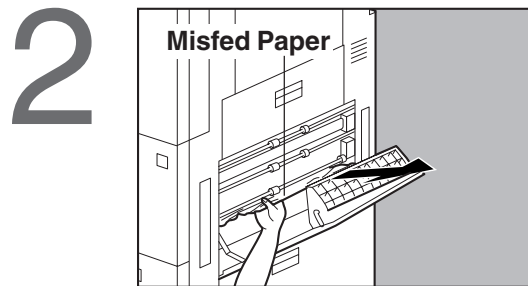
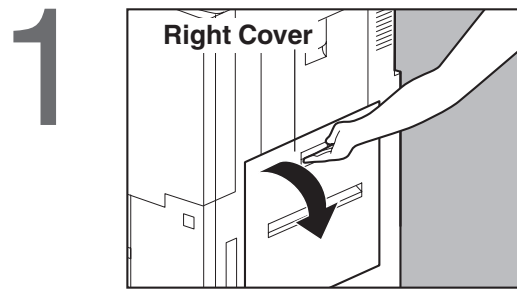
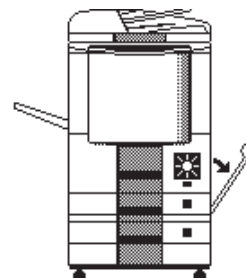
### Removing a Misfed Paper

#### ■ Paper Transport Area

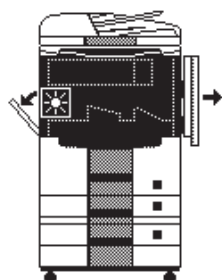


5 Ensure to close the Front Cover.

#### ■ Paper Entry Area

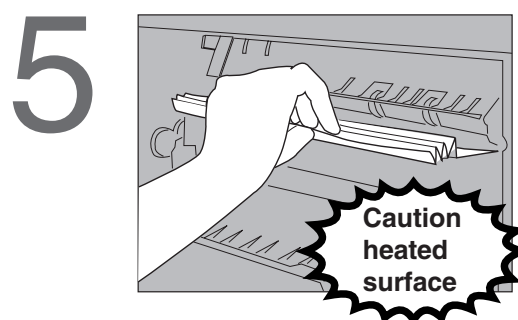
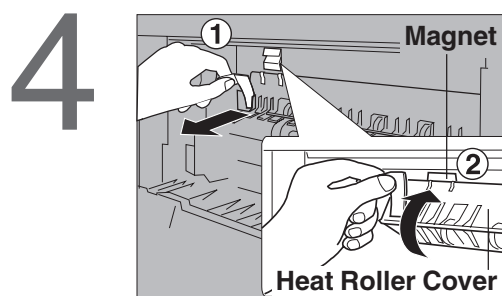
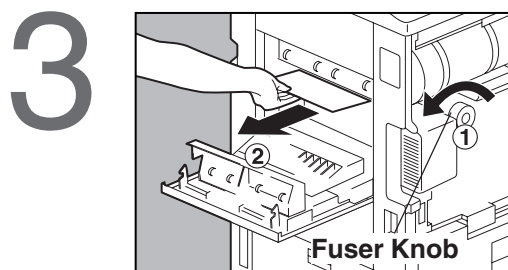
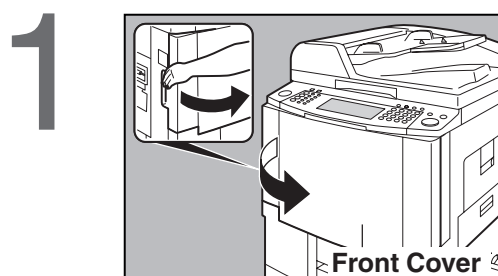


5 Push back the Paper Tray 1 or 2.  
Close the Right Cover.

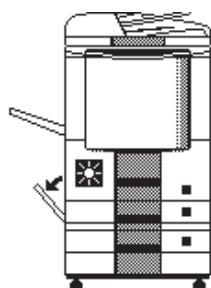


## ■ Paper Exit/Fuser Area

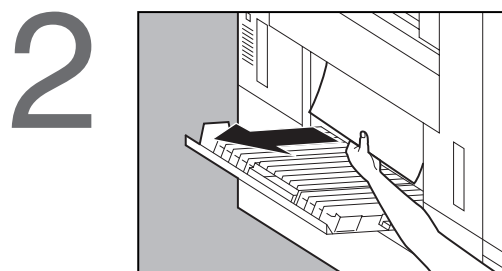
- Make sure that the Misfeed Indicator resets after removing all misfed paper.



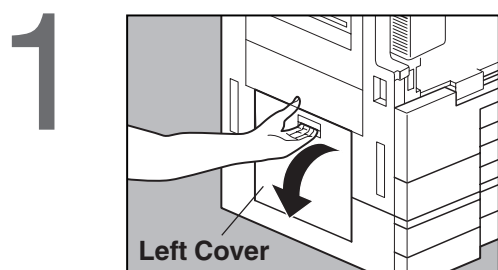
6 Ensure to close the Heat Roller Cover, Exit Cover and the Front cover.



## ■ Reverse Area

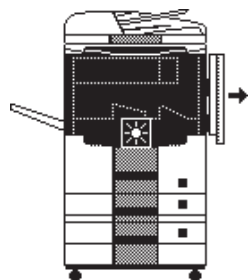


3 Close the Left Cover.



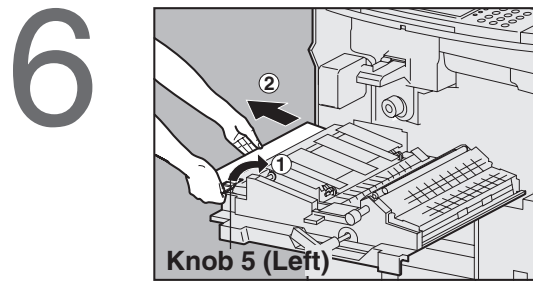
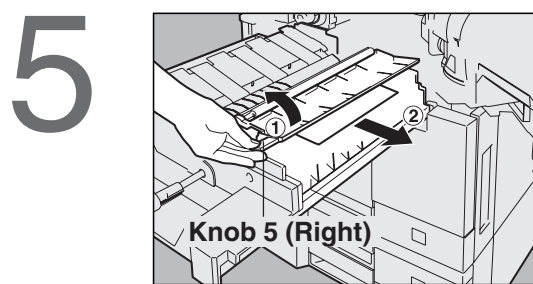
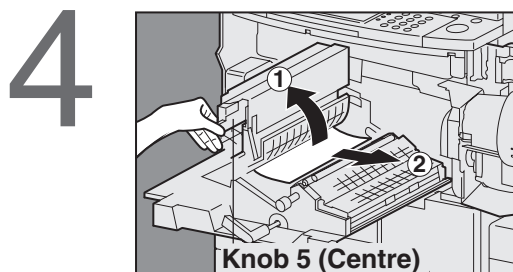
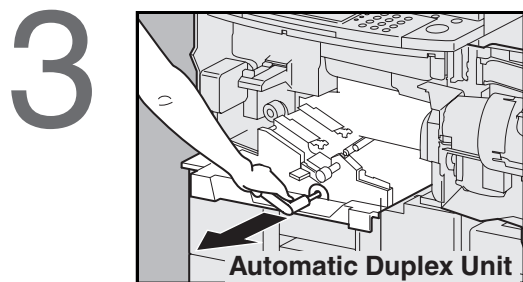
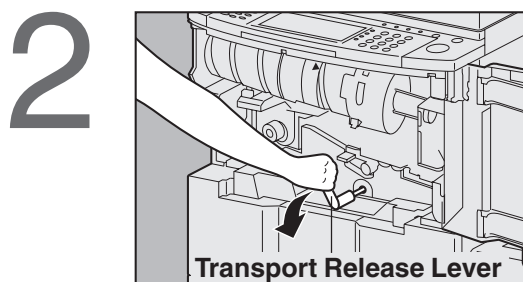
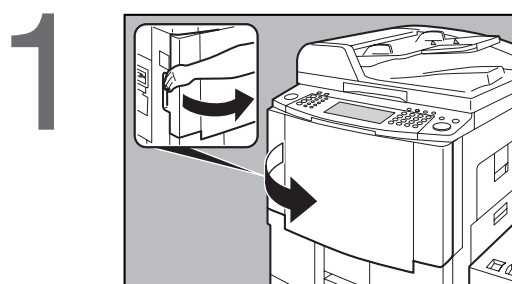
## Problem Solving

### Removing a Misfed Paper

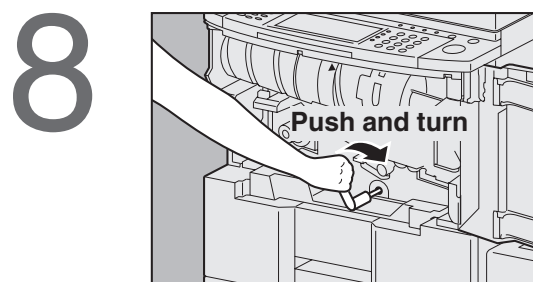


#### ■ Automatic Duplex Unit (ADU)

- Make sure that the Misfeed Indicator resets after removing all misfed paper.

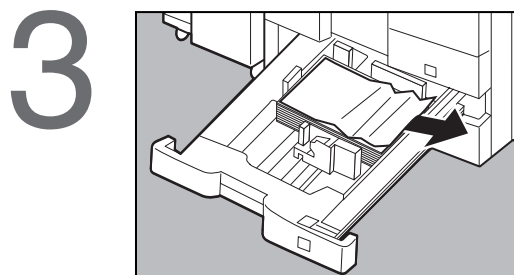
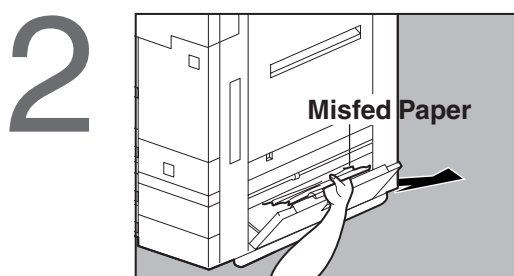
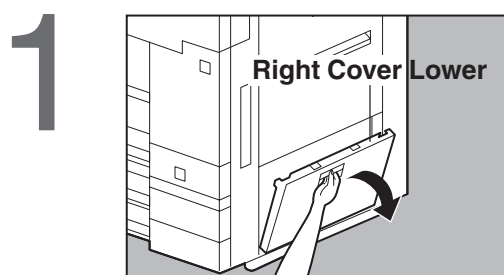
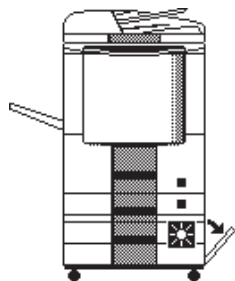


7 Push back the ADU into the copier.



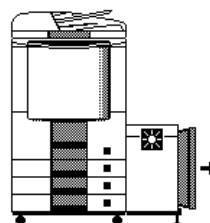
9 Ensure to close the Front Cover.

## ■ System Console (DA-DS601/DS602)

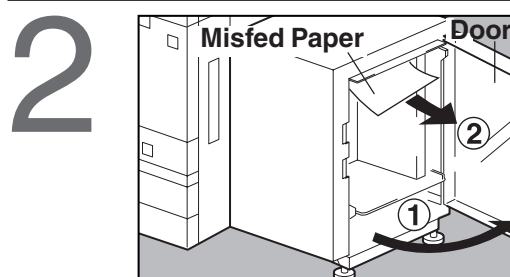
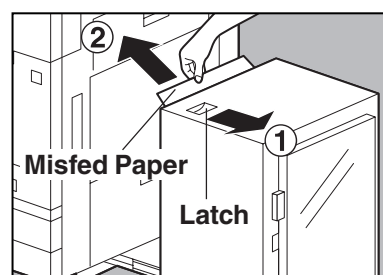


**4** Push back the Paper Tray 3 or 4.  
Close the Right Cover Lower.

## ■ Large Capacity Paper Tray (DA-MA301)



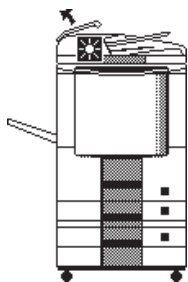
**1** ① Hold the latch and slide the large capacity paper tray to the right.



**3** ① Close the door.  
② Return the large capacity paper tray to original position.

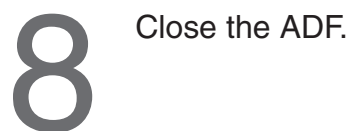
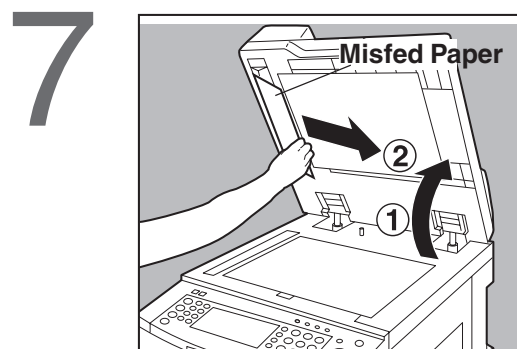
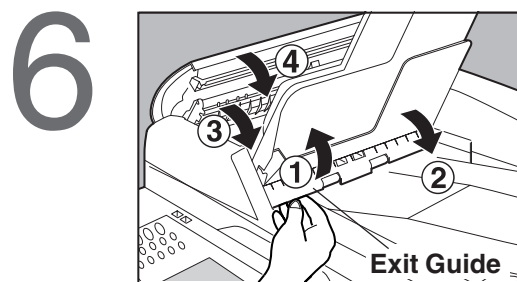
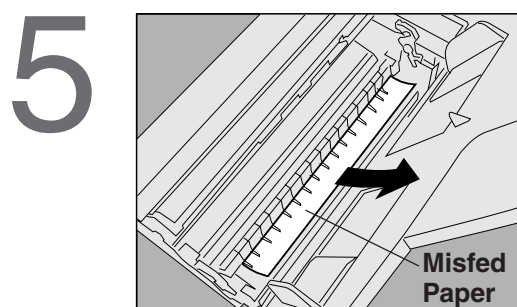
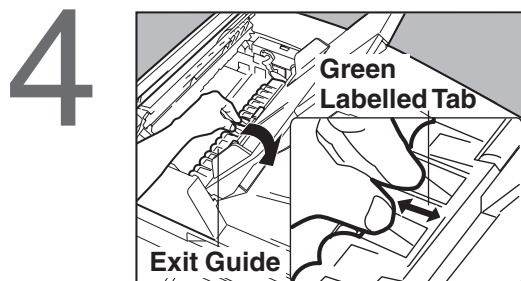
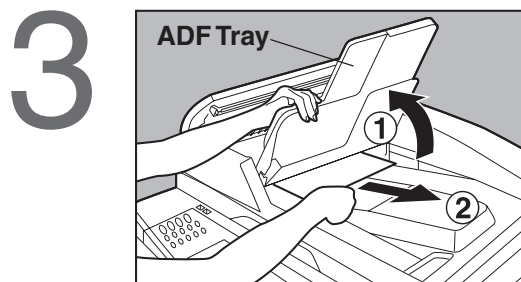
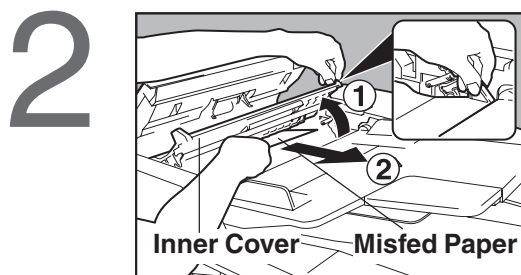
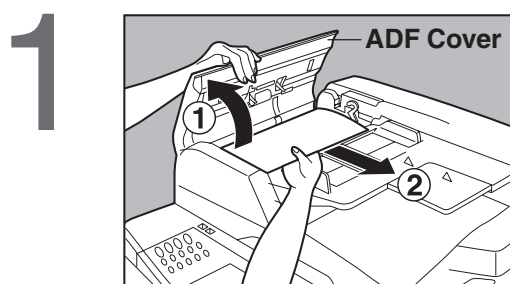
## Problem Solving

### Removing a Misfed Paper



#### ■ i-ADF











- Make sure that the Misfeed Indicator resets after removing all misfed paper.



Close the ADF.

# Troubleshooting

## Before Calling Service

Check	Action
<b>Unit Does Not Operate</b>	
Does the display light?	 Check if the Power Switches (Main Power Switch on the back and Power Switch on the Left Side of the machine) are turned ON and if the power cord is plugged into the AC outlet.
Does the Energy Saver key flash (or light) and displays are turned OFF? (See page 56)	 Press Energy Saver key on the control panel.
Does any of the U## codes and messages appear on the display? (U1, U4, U6, U7, U9....etc.,)	 Perform actions in accordance with each message.
Does the Add Staples indicator and message appear on the display?	 <p>           Add Staples            (DA-FS600/FS605: See page 85)            (DA-FS330 : See page 90)            (DA-FS355 : See page 94)            Remove all jammed staples.            (DA-FS600/FS605: See page 87)            (DA-FS330 : See page 91)            (DA-FS355 : See page 95)         </p>
Does the Add Paper indicator and message appear on the display? (⌂)	 Add paper. (See page 105)
Does the paper misfeed indicator and message appear on the display? (8✓)	 Remove the misfed paper. (See page 108)
Does E#-## indicator and message appear on the display?	 Turn the Main Power Switch on the Back and the Power Switch on the Left Side of the machine to the OFF position, then back ON again. If the error code does not clear, call your Service provider.
The machine would not accept the next job during operation, instructed job would not be accepted for long time period or job would not be completed.	 Turn the Power Switch Off/On.
<b>Light Copies</b>	
Does the exposure indicator say "LIGHTER"?	 Touch the "DARKER" button.
Does the Add Toner indicator and message appear on the display? (⌂)	 Replace the Toner Bottle. (See page 107)



## Troubleshooting

### Before Calling Service

Check	Action
<b>Marked Copies</b>	
Is the copier Platen Glass or Platen Sheet dirty?	➡ Clean the Platen Glass or Sheet. (See below)
Is the original an OHP film or a dark original?	➡ Cover the original with a sheet of white paper before copying or lighten the exposure setting.

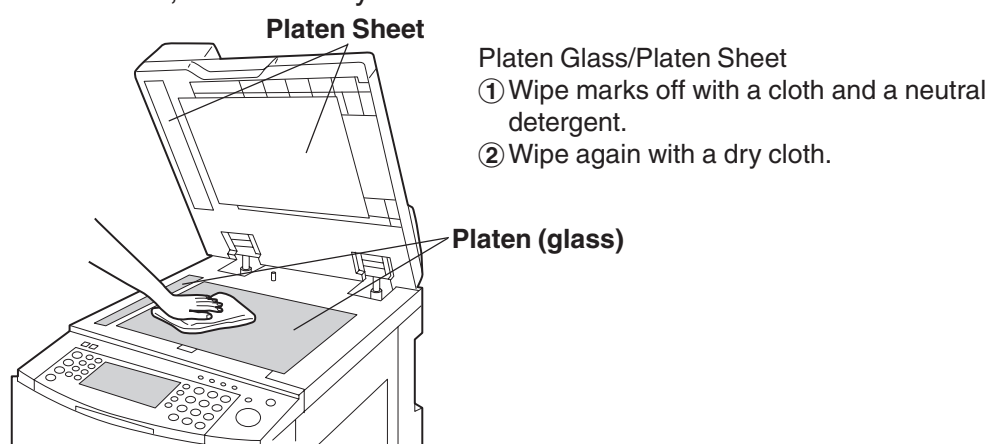
### ■ User Error Codes (U Code)

Code	Check Points	Code	Check Points
U1	Front Cover is open.	U18	Total Copy Count is limit, consult your Key Operator.
U4	Finisher is pull out.	U20	ADF is open.
U6	Right Cover is open.	U21	ADF is opened while scanning from ADF.
U7	Right Cover Lower is open.	U30	Punch Dust Cover is open.
U9	Left Cover is open.	U31	Paper is remained in the Saddle-Stitcher Unit.
U12	Finisher Staple Cover/Upper Cover is open. Trash Box is not installed. (DA-FS330)	U32	Finsher Infeed/Inner Cover is open. (DA-FS605/FS355)
U13	Low Toner.	U33	Stapler of Saddle Stitcher Unit is incorrectly (DA-FS605/FS355)
U15	Call your Service provider.	U34	Finisher Lower Front Cover is open. (DA-FS605)
U16	Call your Service provider.	U35	Saddle Exit Cover is open. (DA-FS605)
		U90	Need to replace the battery.

■ If the measures outlined above do not solve the problem, call your Service provider.

### Copier Care

■ As a rule, clean weekly.



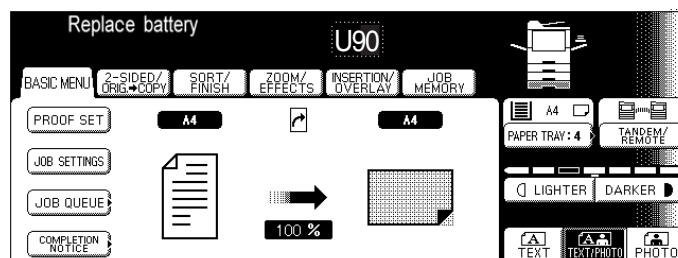


## Troubleshooting

### Replacing the Battery

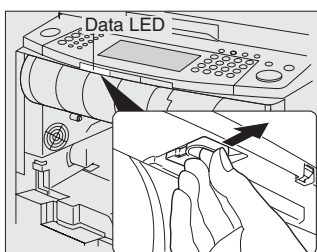
The copier has an internal battery (Product No.: CR2032) which maintains the date and time. In the event the battery requires replacement, the following message will be displayed.

#### ■ Battery Replacement Message



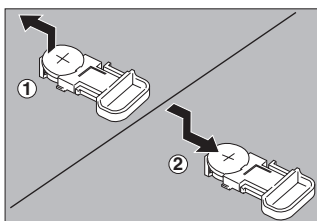
#### ■ Battery Replacement Procedure

1



Turn the Power Switch OFF.  
Open the Front Cover.  
Pull out the Battery Holder located directly under the Data LED of the Control Panel.

2

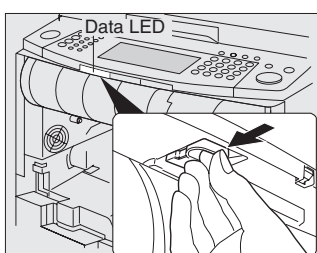


- ① Remove the Battery.
- ② Install the new Battery.

#### NOTE:

When the battery is placed in the holder ensure the + side is up.

3



Reinstall the Battery Holder.

4

Ensure to close the Front Cover.  
Turn the Power Switch ON.  
Set the date and time.  
(See page 69)

#### ATTENTION

- The service life of the battery is approximately 1 year under normal use.


#### CAUTION

denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.  
REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

# Specifications

## ■ DP-6010/4510/3510 (Copier)

Type	Desk Top
Platen Type	Fixed
Acceptable Originals	Sheets, Books (max. A3)
Copying Method	Laser Electrophotography
Fixing Method	Heat Roller Fixing
Imaging Method	Dry-Type Two component imaging
Resolution	Maximum: 600 dpi
Operation Panel	Touch Panel Display
Maximum Copy Size	A3 - A5 via paper tray
Void Area	Maximum: 5 mm
Warm Up Time	DP-6010/4510: Approx. 180 seconds (20°C) DP-3510 : Approx. 30 seconds (20°C)
First Copy Time	DP-6010: 3.5 seconds DP-4510: 4.5 seconds DP-3510: 5.8 seconds (A4  , from 1st tray, Platen)
Multi-Copy Speed	DP-6010: 60 cpm (A4 size) DP-4510: 45 cpm (A4 size) DP-3510: 35 cpm (A4 size)
Enlargement Ratios	Preset: 115 %, 122 %, 141 %, 173 %, 200 % Variable: from 101 - 400 % in 1 % increments
Reduction Ratios	Preset: 87 %, 82 %, 71 %, 58 %, 50 % Variable: from 99 - 25 % in 1 % increments
Paper Feed	Paper tray (1550 sheets + 550 sheets) + Sheet bypass (50 sheets) + System Console (1100 sheets)
Paper Weight	Paper Tray: 60 - 90 g/m <sup>2</sup> (Bypass: 55 - 133 g/m <sup>2</sup> )
Quantity Selector	Maximum: 999 sheets (Optional Exit Tray capacity is 250 sheets)
Electrical Consumptions	220 - 240 V AC, 50 Hz, 6.5 A
Energy Consumption	1.45 kW
Dimensions (W × D × H)	600 × 753 × 735 mm
Weight	131 kg: DP-6010/4510 128 kg: DP-3510
Operating Environment	Temperature: 10 - 30°C Relative Humidity: 30 - 80 % (However, the humidity should be 70 % or less at a temperature of 30°C, and the temperature should be 27°C or less at a humidity level of 80 %.)

● Specifications are subject to change without notice.

## ■ i-ADF (Standard)

Tray Capacity	Maximum 70 sheets 80 g/m <sup>2</sup>
Paper Size	A5/A4/B4·FLS/A3
Paper Weight	50 - 105 g/m <sup>2</sup> /1-sided 64 - 105 g/m <sup>2</sup> /2-sided
Electrical Requirements	Supplied from the copier
Dimensions (W × D × H)	600 × 583 × 138 mm
Weight	14.5 kg

## ■ System Console 1 (DA-DS601)

Combination	Paper Tray × 1 Storage Tray × 1
Paper Size	A5/A4/B4·FLS/A3
Paper Weight	60 - 90 g/m <sup>2</sup>
Paper Capacity	Maximum 550 sheets × 1 (80 g/m <sup>2</sup> )
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	600 × 730 × 290 mm
Weight	28.8 kg
Applicable Models	DP-3510/4510/6010

## ■ System Console 2 (DA-DS602)

Combination	Paper Tray × 2
Paper Size	A5/A4/B4·FLS/A3
Paper Weight	60 - 90 g/m <sup>2</sup>
Paper Capacity	Maximum 550 sheets × 2: 80 g/m <sup>2</sup>
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	600 × 730 × 290 mm
Weight	30 kg
Applicable Models	DP-3510/4510/6010

## ■ 3000-Sheet Tray (LCT) (DA-MA301)

Paper Size	A4
Paper Weight	60 - 90 g/m <sup>2</sup>
Paper Capacity	Maximum 3000 sheets: 75 g/m <sup>2</sup>
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	295 × 445 × 505 mm
Weight	12.3 kg
Applicable Models	DP-3510/4510/6010

## Specifications

### ■ 2-Bin Finisher (DA-FS600)

<b>Mode</b>	
1 Bin and 2 Bin	Non-sort/Sort/Staple
<b>Paper Size</b>	
1 Bin and 2 Bin	A5/A4/A4 R/B4/FLS/A3
<b>Paper Weight</b>	55 - 133 g/m <sup>2</sup> : Non-sort mode
<b>Paper Capacity</b>	
1 Bin and 2 Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
<b>Staple</b>	
Paper Size	A4/A4 R/B4/A3
Paper Weight	64 - 80 g/m <sup>2</sup>
Capacity	2-50 sheets: A4 (80 g/m <sup>2</sup> ) 2-30 sheets: A4 R/B4/A3 (80 g/m <sup>2</sup> )
Point	Rear 1/Front 1/Middle 2-Point Staple
<b>Electrical Requirements</b>	Supplied from copier
<b>Dimensions (W × D × H)</b>	670 × 613 × 1500 mm
<b>Weight</b>	34.5 kg
<b>Applicable Models</b>	DP-4510/6010

### ■ 2-Bin Saddle-Stitch Finisher (DA-FS605)

<b>Mode</b>	
1 Bin and 2 Bin	Non-sort/Sort/Staple
Tray	Saddle-Stitch
<b>Paper Size</b>	
1 Bin and 2 Bin	A5/A4/A4 R/B4/FLS/A3
Tray	A4 R/B4/A3
<b>Paper Weight</b>	55 - 133 g/m <sup>2</sup> : Non-sort mode
<b>Paper Capacity</b>	
1 Bin and 2 Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
Tray	Maximum: 25 set
<b>Staple</b>	
Paper Size	A4/A4 R/B4/A3
Paper Weight	64 - 80 g/m <sup>2</sup>
Capacity	2-50 sheets: A4 (80 g/m <sup>2</sup> ) 2-30 sheets: A4 R/B4/A3 (80 g/m <sup>2</sup> )
Point	Rear 1/Front 1/Middle 2-Point Staple
<b>Saddle-Stitch</b>	
Paper Size	A4 R/A3
Paper Weight	64 - 80 g/m <sup>2</sup>
Stack	11-15 sheets: 10 sets/6-10 sheets: 15 sets/2-5 sheets: 25 sets
<b>Electrical Requirements</b>	Supplied from copier
<b>Dimensions (W × D × H)</b>	670 × 613 × 1500 mm
<b>Weight</b>	52.5 kg
<b>Applicable Models</b>	DP-4510/6010

### ■ Punch Unit (DA-SP31)

<b>Paper Size:</b>	A4/A3: 4-hole
<b>Paper Weight:</b>	64 - 133 g/m <sup>2</sup>
<b>Applicable Models:</b>	DA-FS600/FS605

## ■ 2-Bin Finisher (DA-FS330)

<b>Mode</b>	
1 Bin	Non-sort/Sort
2 Bin	Non-sort/Sort/Staple
<b>Paper Size</b>	
1 Bin	A5/A4/A4 R/B4/FLS/A3
2 Bin	A4
<b>Paper Weight</b>	55 - 133 g/m <sup>2</sup> : Non-sort mode
<b>Paper Capacity</b>	
1 Bin	100 sheets
2 Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
<b>Staple</b>	
Paper Size	A4
Paper Weight	64 - 80 g/m <sup>2</sup>
Capacity	2 - 30 sheets: 80 g/m <sup>2</sup>
Point	1-Point Staple
<b>Punch</b>	
Paper Size	A4/A3: 4-hole
Paper Weight	60 - 105 g/m <sup>2</sup>
<b>Electrical Requirements</b>	Supplied from copier
<b>Dimensions (W × D × H)</b>	420 × 520 × 430 mm
<b>Weight</b>	15.5 kg
<b>Applicable Model</b>	DP - 3510

## ■ 1-Bin Saddle-Stitch Finisher (DA-FS355)

<b>Mode</b>	
Bin	Non-sort/Sort/Staple
Tray	Saddle-Stitch
<b>Paper Size</b>	
Bin	A5/A4/A4 R/B4/FLS/A3
Tray	A4 R/B4/A3
<b>Paper Weight</b>	55 - 133 g/m <sup>2</sup> : Non-sort mode
<b>Paper Capacity</b>	
Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
Tray	Maximum: 20 set
<b>Staple</b>	
Paper Size	A4/A4 R/B4/A3
Paper Weight	64 - 80 g/m <sup>2</sup>
Capacity	2 - 50 sheets: A4/A4 R (80 g/m <sup>2</sup> ) 2 - 25 sheets: B4/A3 (80 g/m <sup>2</sup> )
Point	Rear 1/Front 1/Middle 2-Point Staple
<b>Saddle-Stitch</b>	
Paper Size	A4 R/B4/A3
Paper Weight	64 - 80 g/m <sup>2</sup>
Stack	6 - 10 sheets: 10 sets/1 - 5 sheets: 20 sets
<b>Electrical Requirements</b>	Supplied from copier
<b>Dimensions (W × D × H)</b>	550 × 600 × 464 mm
<b>Weight</b>	27.2 kg
<b>Applicable Model</b>	DP-3510

## ■ Punch Unit (DA-SP41)

<b>Paper Size</b>	A4/A3 : 4-hole
<b>Paper Weight</b>	64 - 133 g/m <sup>2</sup>
<b>Applicable Model</b>	DA-FS355

- Specifications are subject to change without notice.

# Options and Supplies

- The DP-6010/4510/3510 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.
- We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

## ■ Options

Part Name	Part No.	Remarks
System Console 1	DA-DS601	550 Sheet Paper Tray × 1
System Console 2	DA-DS602	550 Sheet Paper Tray × 2
3000-Sheet Tray (LCT)	DA-MA301	3000 Sheet Paper Tray
2-Bin Finisher	DA-FS600	For DP-6010/4510
2-Bin Saddle-Stitch Finisher	DA-FS605	For DP-6010/4510
2-Bin Finisher	DA-FS330	For DP-3510
1-Bin Saddle-Stitch Finisher	DA-FS355	For DP-3510
Punch Unit for DA-FS600/605	DA-SP31	For DP-6010/4510
Punch Unit for DA-FS355	DA-SP41	For DP-3510
Exit Tray	DA-XT600	For DP-6010/4510/3510
Image Memory (16 MB)	DA-SM16B	For Electronic Sorting
Image Memory (64 MB)	DA-SM64B	For Electronic Sorting
Image Memory (128 MB)	DA-SM28B	For Electronic Sorting
Hard Disk Drive	DA-HD60	For DP-6010/4510/3510
PCL6 Emulation Kit	DA-PC600	Printer Controller for PCL6*
Network Scanner Kit	DA-NS600	Network Scanner
F-ROM Board	DA-EM600	F-ROM 8MB
PS/PCL6	MC-PS600	Printer Controller for PS/PCL6
Power Supply for Finisher	DA-PW600	For Finisher (Except Europe/DP-3510 for Europe)

### NOTE

\* PCL6 is a Page Description Language of the Hewlett-Packard Company.

## Options and Supplies

### ■ Supplies

Part Name	Part No.	Remarks
Staple Cartridge	FQ-SS66	Staple Cartridge Refills (3) for DA-FS600/605
Staple Cartridge	FQ-SS50	Staple Cartridge Refills (3) for DA-FS605 (Saddle-Stitch)
Staple Cartridge	DQ-SS35	Staple Cartridge Refills (3) for DA-FS355
Staple Cartridge	FQ-SS32	Staple Cartridge Refills (3) for DA-FS330
Toner	DQ-TU24D	Toner for DP-3510/4510
Toner	DQ-TU35D	Toner for DP-6010

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